

**Department of Social Services  
Support Divisions**

**Fiscal Year 2013 Budget Request**

**Brian Kinkade, Interim Director**

***Printed with Governor's Recommendations***

Page No.	Dept Rank	Decision Item Name	2013 Department Request					2013 Governor Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
Office of the Director												
2	1	Core	5.00	277,241	11,832	55,693	344,766	5.00	275,981	11,832	55,245	343,058
		General Structure Adjustment						0.00	2,172	95	360	2,627
		Total	5.00	277,241	11,832	55,693	344,766	5.00	278,153	11,927	55,605	345,685
Federal Grants and Donations												
10	1	Core	0.00	0	5,929,960	24,998	5,954,958	0.00	0	5,929,960	24,998	5,954,958
		Total	0.00	0	5,929,960	24,998	5,954,958	0.00	0	5,929,960	24,998	5,954,958
Human Resource Center												
17	1	Core	11.52	298,682	227,144	0	525,826	11.52	298,356	227,144	0	525,500
		General Structure Adjustment						0.00	2,622	1,743	0	4,365
		Total	11.52	298,682	227,144	0	525,826	11.52	300,978	228,887	0	529,865
Field and Line Staff Training												
28	1	Core	0.00	109,760	131,840	0	241,600	0.00	107,852	131,840	0	239,692
		Total	0.00	109,760	131,840	0	241,600	0.00	107,852	131,840	0	239,692
Mo Medicaid Audit & Compliance												
37	1	Core	82.00	1,668,743	2,991,388	422,643	5,082,774	82.00	1,666,541	2,991,388	422,087	5,080,016
		General Structure Adjustment							10,663	13,782	3,118	27,563
46	19	Medicaid Provider Enrollment Fee	0.00	0	154,500	51,500	206,000	0.00	0	154,500	51,500	206,000
		Total	82.00	1,668,743	3,145,888	474,143	5,288,774	82.00	1,677,204	3,159,670	476,705	5,313,579
Case Management System												
52	1	Core	0.00	413,500	1,586,500	0	2,000,000	0.00	316,250	1,489,000	0	1,805,250
		Total	0.00	413,500	1,586,500	0	2,000,000	0.00	316,250	1,489,000	0	1,805,250
Recovery Audit & Compliance Contract												
59	1	Core	0.00	0	0	500,000	500,000	0.00	0	0	500,000	500,000
		Total	0.00	0	0	500,000	500,000	0.00	0	0	500,000	500,000
Medicaid Error Prevention												
66	1	Core	0.00	0	0	5,000,000	5,000,000	0.00	0	0	5,000,000	5,000,000
		Total	0.00	0	0	5,000,000	5,000,000	0.00	0	0	5,000,000	5,000,000

Page No.	Dept Rank	Decision Item Name	2013 Department Request					2013 Governor Recommendation				
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total
Finance and Administrative Services												
73	1	Core	73.00	2,408,553	1,282,679	1,565,132	5,256,364	73.00	2,406,560	1,282,679	1,565,132	5,254,371
		General Structure Adjustment							17,952	9,445	479	27,876
		Total	73.00	2,408,553	1,282,679	1,565,132	5,256,364	73.00	2,424,512	1,292,124	1,565,611	5,282,247
Revenue Maximization												
83	1	Core	0.00	0	250,000	0	250,000	0.00	0	250,000	0	250,000
		Total	0.00	0	250,000	0	250,000	0.00	0	250,000	0	250,000
Receipt & Disbursement - Refunds												
90	1	Core	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
		Total	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000
Neglected & Delinquent Children												
97	1	Core	0.00	2,100,000	0	0	2,100,000	0.00	2,100,000	0	0	2,100,000
		Total	0.00	2,100,000	0	0	2,100,000	0.00	2,100,000	0	0	2,100,000
Legal Services												
105	1	Core	120.97	1,521,033	3,588,380	834,143	5,943,556	122.97	1,555,347	3,637,134	833,528	6,026,009
		General Structure Adjustment						0.00	13,894	27,238	6,588	47,720
117	15	HB 73 - Implement TA Drug Testing	3.00	180,888	0	0	180,888	3.00	180,888	0	0	180,888
		Total	123.97	1,701,921	3,588,380	834,143	6,124,444	125.97	1,750,129	3,664,372	840,116	6,254,617
		Supports Core Total	292.49	8,797,512	17,699,723	9,202,609	35,699,844	294.49	8,726,887	17,650,977	9,200,990	35,578,854
		Total Supports	295.49	8,978,400	17,854,223	9,254,109	36,086,732	297.49	8,955,078	17,857,780	9,263,035	36,075,893



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	277,195	3.44	236,871	3.74	236,871	3.74	236,871	3.74
DEPT OF SOC SERV FEDERAL & OTH	10,097	0.12	10,403	0.26	10,403	0.26	10,403	0.26
CHILD SUPPORT ENFORCEMENT FUND	39,152	0.48	39,213	1.00	39,213	1.00	39,213	1.00
TOTAL - PS	326,444	4.04	286,487	5.00	286,487	5.00	286,487	5.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	38,974	0.00	40,370	0.00	40,370	0.00	39,110	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,429	0.00	1,429	0.00	1,429	0.00	1,429	0.00
CHILD SUPPORT ENFORCEMENT FUND	16,480	0.00	16,480	0.00	16,480	0.00	16,032	0.00
TOTAL - EE	56,883	0.00	58,279	0.00	58,279	0.00	56,571	0.00
<b>TOTAL</b>	<b>383,327</b>	<b>4.04</b>	<b>344,766</b>	<b>5.00</b>	<b>344,766</b>	<b>5.00</b>	<b>343,058</b>	<b>5.00</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	2,172	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	95	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	0	0.00	360	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	2,627	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,627</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$383,327</b>	<b>4.04</b>	<b>\$344,766</b>	<b>5.00</b>	<b>\$344,766</b>	<b>5.00</b>	<b>\$345,685</b>	<b>5.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Office of Director

Budget Unit: 88712C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS	236,871	10,403	39,213	286,487
EE	40,370	1,429	16,480	58,279
PSD				
TRF				
Total	277,241	11,832	55,693	344,766
FTE	3.74	0.26	1.00	5.00

<b>Est. Fringe</b>	132,150	5,804	21,877	159,831
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS	236,871	10,403	39,213	286,487
EE	39,110	1,429	16,032	56,571
PSD				
TRF				
Total	275,981	11,832	55,245	343,058
FTE	3.74	0.26	1.00	5.00

<b>Est. Fringe</b>	120,094	5,274	19,881	145,249
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

## 2. CORE DESCRIPTION

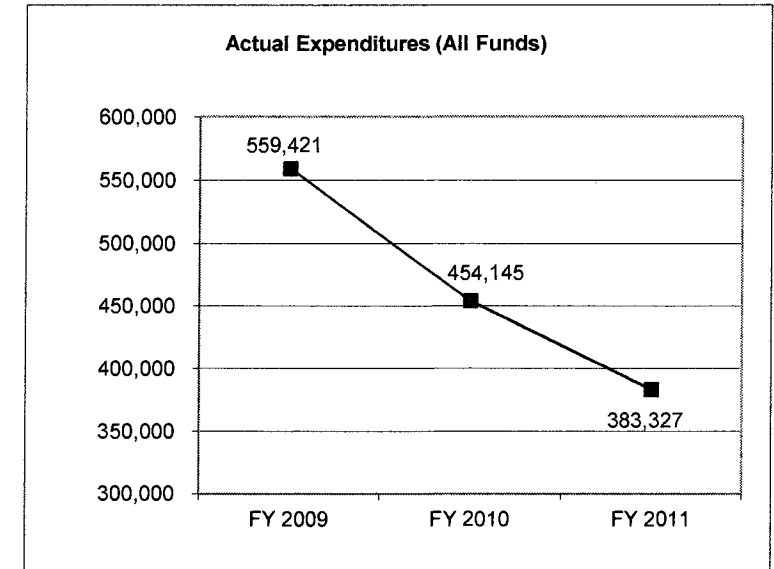
Core operating budget for the Office of the Director.

## 3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director.

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	567,056	468,663	394,493	344,766
Less Reverted (All Funds)	(3,721)	(13,443)	(9,871)	N/A
Budget Authority (All Funds)	563,335	455,220	384,622	N/A
Actual Expenditures (All Funds)	559,421	454,145	383,327	N/A
Unexpended (All Funds)	3,914	1,075	1,295	N/A
Unexpended, by Fund:				
General Revenue	3,823	214	927	N/A
Federal	9	777	306	N/A
Other	82	84	62	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**

**OFFICE OF DIRECTOR**

**5. CORE RECONCILIATION DETAIL**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	5.00	236,871	10,403	39,213	286,487	
		EE	0.00	40,370	1,429	16,480	58,279	
		<b>Total</b>	<b>5.00</b>	<b>277,241</b>	<b>11,832</b>	<b>55,693</b>	<b>344,766</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	5.00	236,871	10,403	39,213	286,487	
		EE	0.00	40,370	1,429	16,480	58,279	
		<b>Total</b>	<b>5.00</b>	<b>277,241</b>	<b>11,832</b>	<b>55,693</b>	<b>344,766</b>	
<b>GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS</b>								
Core Reduction	1203 4334	EE	0.00	(1,260)	0	0	(1,260)	
Core Reduction	1203 3590	EE	0.00	0	0	(448)	(448)	
<b>NET GOVERNOR CHANGES</b>			<b>0.00</b>	<b>(1,260)</b>	<b>0</b>	<b>(448)</b>	<b>(1,708)</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	5.00	236,871	10,403	39,213	286,487	
		EE	0.00	39,110	1,429	16,032	56,571	
		<b>Total</b>	<b>5.00</b>	<b>275,981</b>	<b>11,832</b>	<b>55,245</b>	<b>343,058</b>	



# FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88712C

DEPARTMENT: Social Services

BUDGET UNIT NAME: Office of Director

DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

## DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	286,487	25%	\$71,622
	E&E	56,571	25%	\$14,143
<i>Total Request</i>		343,058		\$85,765

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility between each appropriation.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

### PRIOR YEAR EXPLAIN ACTUAL USE

25% flexibility granted for all appropriations. Funds were not utilized.

### CURRENT YEAR EXPLAIN PLANNED USE

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
STATE DEPARTMENT DIRECTOR	115,600	0.97	86,500	1.00	120,000	1.00	120,000	1.00
DEPUTY STATE DEPT DIRECTOR	102,612	1.00	86,500	1.00	102,000	1.00	102,000	1.00
DESIGNATED PRINCIPAL ASST DEPT	31,384	0.44	34,125	0.50	37,500	0.50	37,500	0.50
SPECIAL ASST PROFESSIONAL	7,503	0.12	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	69,345	1.51	79,362	2.50	26,987	2.50	26,987	2.50
<b>TOTAL - PS</b>	<b>326,444</b>	<b>4.04</b>	<b>286,487</b>	<b>5.00</b>	<b>286,487</b>	<b>5.00</b>	<b>286,487</b>	<b>5.00</b>
TRAVEL, IN-STATE	6,405	0.00	5,989	0.00	6,405	0.00	6,114	0.00
TRAVEL, OUT-OF-STATE	2,816	0.00	3,000	0.00	2,816	0.00	2,673	0.00
SUPPLIES	12,827	0.00	12,693	0.00	13,296	0.00	12,854	0.00
PROFESSIONAL DEVELOPMENT	20,455	0.00	16,947	0.00	20,786	0.00	19,954	0.00
COMMUNICATION SERV & SUPP	11,061	0.00	10,504	0.00	11,438	0.00	11,438	0.00
PROFESSIONAL SERVICES	1,525	0.00	5,053	0.00	1,590	0.00	1,590	0.00
HOUSEKEEPING & JANITORIAL SERV	166	0.00	61	0.00	182	0.00	182	0.00
M&R SERVICES	556	0.00	1,011	0.00	586	0.00	586	0.00
OFFICE EQUIPMENT	0	0.00	1,004	0.00	15	0.00	15	0.00
OTHER EQUIPMENT	0	0.00	369	0.00	15	0.00	15	0.00
BUILDING LEASE PAYMENTS	0	0.00	77	0.00	15	0.00	15	0.00
EQUIPMENT RENTALS & LEASES	1,072	0.00	1,071	0.00	1,120	0.00	1,120	0.00
MISCELLANEOUS EXPENSES	0	0.00	500	0.00	15	0.00	15	0.00
<b>TOTAL - EE</b>	<b>56,883</b>	<b>0.00</b>	<b>58,279</b>	<b>0.00</b>	<b>58,279</b>	<b>0.00</b>	<b>56,571</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$383,327</b>	<b>4.04</b>	<b>\$344,766</b>	<b>5.00</b>	<b>\$344,766</b>	<b>5.00</b>	<b>\$343,058</b>	<b>5.00</b>
GENERAL REVENUE	\$316,169	3.44	\$277,241	3.74	\$277,241	3.74	\$275,981	3.74
FEDERAL FUNDS	\$11,526	0.12	\$11,832	0.26	\$11,832	0.26	\$11,832	0.26
OTHER FUNDS	\$55,632	0.48	\$55,693	1.00	\$55,693	1.00	\$55,245	1.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Office of Director**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for nearly 7,400 employees of the six divisions of the Department of Social Services (DSS).*

In its leadership role, the Office of the Director operates using the guiding principles of:

- Results for the people of Missouri;
- Excellence in customer service;
- Proficiency of performance;
- Integrity of stewardship; and
- Accountability

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and two support divisions (Divisions of Finance and Administrative Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to meet Department goals that:

- Every Missouri child will be safe and live free from child and abuse.
- Every young person served by DYS will become a productive citizen and lead a fulfilling life.
- Every MO HealthNet participant has access to high quality, cost effective health care.
- Every eligible Missourian has access to supports that assist them in overcoming barriers to self reliance.
- DSS will operate with responsiveness, accountability and respect for the public trust.

Department of Social Services current focus areas include:

- Developing and implementing a comprehensive internal communications plan to better inform and engage staff.
- Promoting opportunities for DSS divisions to work collaboratively on issues, breaking down division silos.
- Reorganizing Family Support Division and Children's Division office space to ensure customer access to services, increase efficiencies in staff usage and realize cost savings.
- Streamlining operations (Family Support Division call center expansion) and increasing use of technology (imaging/document management and telehealth for Division of Youth Services youth) to support DSS goals.
- Increasing TANF (Temporary Assistance for Needy Families) work participation rate.
- Understanding and managing the increase in the number of children placed in the Children's Division care and custody.
- Restructuring and formalizing child fatality critical incident review process.
- Analyzing and revamping Medicaid reimbursement methodologies to manage costs and promote quality.
- Increasing community engagement in Division of Youth Services programs to help youth successfully transition to from the juvenile justice system to the community.
- Promoting electronic health records through Medicaid HIT incentives and by coordinating with Missouri Health Connection.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute RSMo. 660.010.

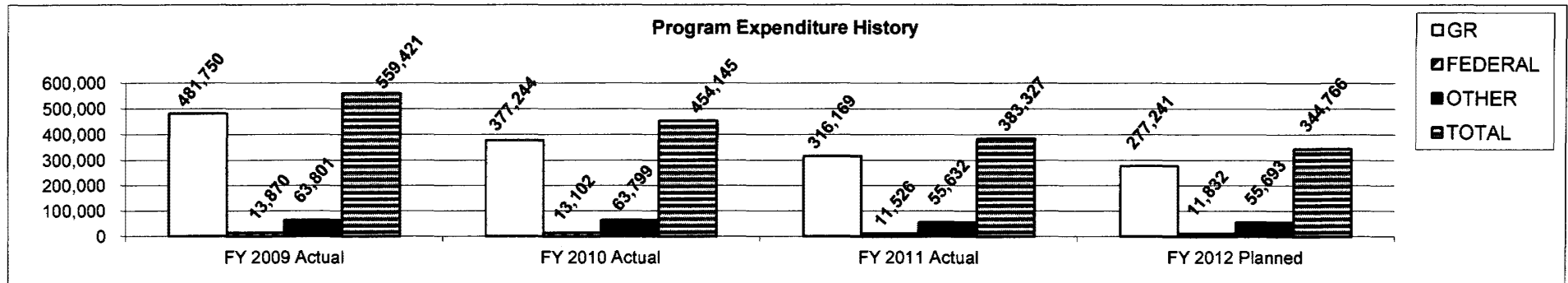
**3. Are there federal matching requirements? If yes, please explain.**

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Child Support Enforcement Collections Fund (0169)

**7a. Provide an effectiveness measure.**

The Office of the Director supports all Department of Social Services programs. Efficiency measures will be found in the departmental division sections.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL GRANTS &amp; DONATIONS</b>									
<b>CORE</b>									
PERSONAL SERVICES									
DEPT OF SOC SERV FEDERAL & OTH	9,006	0.12	1	0.00	1	0.00	1	0.00	
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	1	0.00	
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	1	0.00	1	0.00	
TOTAL - PS	9,006	0.12	3	0.00	3	0.00	3	0.00	
EXPENSE & EQUIPMENT									
DEPT OF SOC SERV FEDERAL & OTH	1,014,240	0.00	2,769,002	0.00	2,769,002	0.00	2,769,002	0.00	
FEDERAL STIMULUS-DSS	11,942,745	0.00	0	0.00	0	0.00	0	0.00	
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	13	0.00	
YOUTH SERVICES TREATMENT	0	0.00	13	0.00	13	0.00	13	0.00	
TOTAL - EE	12,956,985	0.00	2,769,028	0.00	2,769,028	0.00	2,769,028	0.00	
PROGRAM-SPECIFIC									
DEPT OF SOC SERV FEDERAL & OTH	28,335,186	0.00	3,160,957	0.00	3,160,957	0.00	3,160,957	0.00	
FEDERAL STIMULUS-DSS	13,567,525	0.00	0	0.00	0	0.00	0	0.00	
FAMILY SERVICES DONATIONS	0	0.00	23,985	0.00	23,985	0.00	23,985	0.00	
YOUTH SERVICES TREATMENT	0	0.00	985	0.00	985	0.00	985	0.00	
TOTAL - PD	41,902,711	0.00	3,185,927	0.00	3,185,927	0.00	3,185,927	0.00	
<b>TOTAL</b>	<b>54,868,702</b>	<b>0.12</b>	<b>5,954,958</b>	<b>0.00</b>	<b>5,954,958</b>	<b>0.00</b>	<b>5,954,958</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$54,868,702</b>	<b>0.12</b>	<b>\$5,954,958</b>	<b>0.00</b>	<b>\$5,954,958</b>	<b>0.00</b>	<b>\$5,954,958</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Federal Grants and Donations

Budget Unit: 88722C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS		1	2	3
EE		2,769,002	26	2,769,028
PSD		3,160,957	24,970	3,185,927
TRF				
Total		5,929,960	24,998	5,954,958 E
FTE				0.00

<b>Est. Fringe</b>	0	1	1	2
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Family Services Donation (0167)  
Youth Services Treatment (0843)

Note: An "E" is requested for all funds.

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS		1	2	3
EE		2,769,002	26	2,769,028
PSD		3,160,957	24,970	3,185,927
TRF				
Total		5,929,960	24,998	5,954,958 E
FTE				0.00

<b>Est. Fringe</b>	0	1	1	2
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Family Services Donation (0167)  
Youth Services Treatment (0843)

Note: An "E" is requested for all funds.

## 2. CORE DESCRIPTION

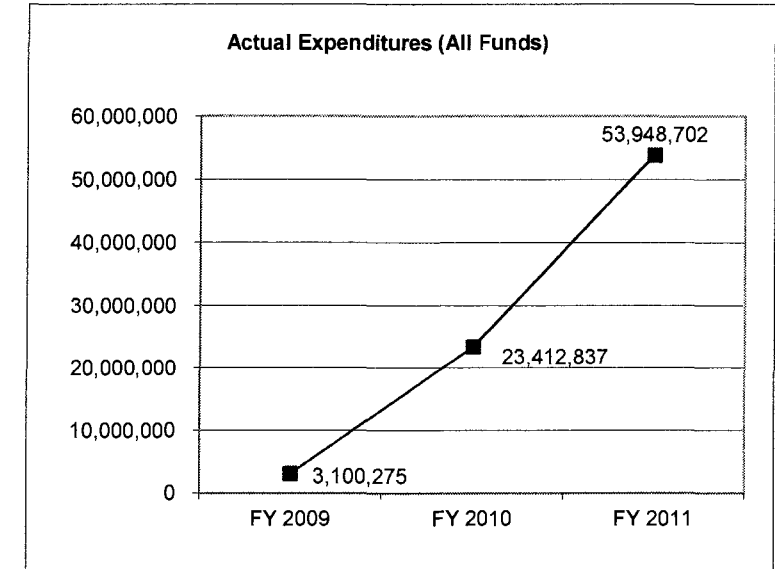
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

## 3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants and Donations

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	10,954,958	24,929,960	61,465,248	5,954,958
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	10,954,958	24,929,960	61,465,248	N/A
Actual Expenditures (All Funds)	3,100,275	23,412,837	53,948,702	N/A
Unexpended (All Funds)	7,854,683	1,517,123	7,516,546	N/A
Unexpended, by Fund:				
General Revenue				
Federal	7,829,779	1,492,125	7,491,548	N/A
Other	24,904	24,998	24,998	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

The level of federal expenditures is based on the availability of additional federal funding.

FY10--Increase estimated appropriation to pass through payment for Fort Leonard Wood food services to support Blind Enterprise Program. Original appropriations total was \$5,954,958. E increase of \$19,000,000 federal fund 0610.

FY10--July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.

FY11--Increase estimated appropriation to pass through payment for Fort Leonard Wood food services to support Blind Enterprise Program. Original appropriations total was \$5,954,958. E increase of \$41,942,745 federal fund 0610. E increase of \$13,567,545 federal fund 2292.



## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES FEDERAL GRANTS & DONATIONS

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,929,960</b>	<b>24,998</b>	<b>5,954,958</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,929,960</b>	<b>24,998</b>	<b>5,954,958</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,929,960</b>	<b>24,998</b>	<b>5,954,958</b>	

# FY13 Department of Social Services Report #10

# DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
SPECIAL ASST PROFESSIONAL	9,006	0.12	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	3	0.00	3	0.00	3	0.00
<b>TOTAL - PS</b>	<b>9,006</b>	<b>0.12</b>	<b>3</b>	<b>0.00</b>	<b>3</b>	<b>0.00</b>	<b>3</b>	<b>0.00</b>
TRAVEL, IN-STATE	21,400	0.00	36,002	0.00	36,002	0.00	36,002	0.00
TRAVEL, OUT-OF-STATE	4,411	0.00	24,002	0.00	24,002	0.00	24,002	0.00
SUPPLIES	22,721	0.00	200,002	0.00	200,002	0.00	200,002	0.00
PROFESSIONAL DEVELOPMENT	14,250	0.00	80,002	0.00	80,002	0.00	80,002	0.00
COMMUNICATION SERV & SUPP	4,954	0.00	47,002	0.00	47,002	0.00	47,002	0.00
PROFESSIONAL SERVICES	12,856,444	0.00	2,208,002	0.00	2,208,002	0.00	2,208,002	0.00
M&R SERVICES	13,127	0.00	25,002	0.00	25,002	0.00	25,002	0.00
COMPUTER EQUIPMENT	0	0.00	10,000	0.00	10,000	0.00	10,000	0.00
MOTORIZED EQUIPMENT	0	0.00	50,000	0.00	50,000	0.00	50,000	0.00
OFFICE EQUIPMENT	0	0.00	7,502	0.00	7,502	0.00	7,502	0.00
OTHER EQUIPMENT	8,930	0.00	38,002	0.00	38,002	0.00	38,002	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,502	0.00	2,502	0.00	2,502	0.00
BUILDING LEASE PAYMENTS	7,553	0.00	8,502	0.00	8,502	0.00	8,502	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2,502	0.00	2,502	0.00	2,502	0.00
MISCELLANEOUS EXPENSES	3,195	0.00	30,004	0.00	30,004	0.00	30,004	0.00
<b>TOTAL - EE</b>	<b>12,956,985</b>	<b>0.00</b>	<b>2,769,028</b>	<b>0.00</b>	<b>2,769,028</b>	<b>0.00</b>	<b>2,769,028</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	41,902,711	0.00	3,185,927	0.00	3,185,927	0.00	3,185,927	0.00
<b>TOTAL - PD</b>	<b>41,902,711</b>	<b>0.00</b>	<b>3,185,927</b>	<b>0.00</b>	<b>3,185,927</b>	<b>0.00</b>	<b>3,185,927</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$54,868,702</b>	<b>0.12</b>	<b>\$5,954,958</b>	<b>0.00</b>	<b>\$5,954,958</b>	<b>0.00</b>	<b>\$5,954,958</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$54,868,702</b>	<b>0.12</b>	<b>\$5,929,960</b>	<b>0.00</b>	<b>\$5,929,960</b>	<b>0.00</b>	<b>\$5,929,960</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$24,998</b>	<b>0.00</b>	<b>\$24,998</b>	<b>0.00</b>	<b>\$24,998</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Federal Grants and Donations**

**Program is found in the following core budget(s): Federal Grants and Donations**

### 1. What does this program do?

*PROGRAM SYNOPSIS:* This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Finance and Administrative Services coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain a level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the Department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The Department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff, if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the Department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY13 are as follows:

Youth Services Donations  
Money Follows the Person  
Title I  
Early Childhood Activity Council  
Casey Family Programs  
ADRC Nursing Home Transition  
Special Improvement Project--US Department of Health & Human Services  
Children's Trust Fund--Child Fatality Review  
Francis Family Coordinating Board for Early Childhood  
Hall Family Foundation, Coordinating Board for Early Childhood  
Summer EBT (Demonstration Project)

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.

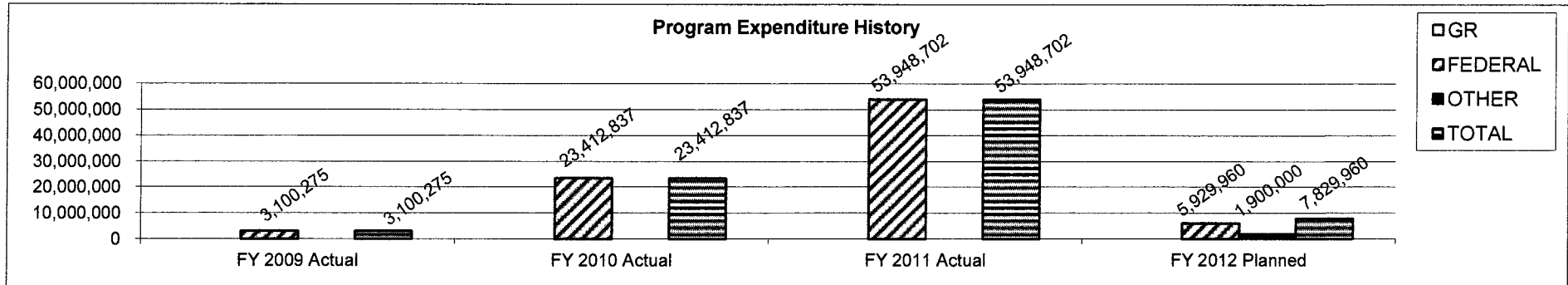
**3. Are there federal matching requirements? If yes, please explain.**

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



FY10--July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.

FY10--Payments for Fort Leonard Wood food services Business Enterprises Program actual is \$19,519,416.

FY11--Payments for Fort Leonard Wood food services Business Enterprises Program actual is \$27,556,934.

FY12--Business Enterprises Program was transferred to Family Support Division.

FY12--\$1,900,000 is Missouri Housing Authority Funds administered by MHDC for Joplin.

**6. What are the sources of the "Other " funds?**

Family Services Donation (0167), Youth Services Treatment (0843) and Missouri Housing Trust (0254).

**7a. Provide an effectiveness measure.**

Effectiveness is measured in the division or program using the funds.

**7b. Provide an efficiency measure.**

Efficiency is measured in the division or program using the funds.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	273,537	5.58	285,904	6.30	285,904	6.30	285,904	6.30
DEPT OF SOC SERV FEDERAL & OTH	187,599	3.82	190,159	5.22	190,159	5.22	190,159	5.22
TOTAL - PS	461,136	9.40	476,063	11.52	476,063	11.52	476,063	11.52
EXPENSE & EQUIPMENT								
GENERAL REVENUE	12,205	0.00	12,778	0.00	12,778	0.00	12,452	0.00
DEPT OF SOC SERV FEDERAL & OTH	30,498	0.00	36,985	0.00	36,985	0.00	36,985	0.00
TOTAL - EE	42,703	0.00	49,763	0.00	49,763	0.00	49,437	0.00
<b>TOTAL</b>	<b>503,839</b>	<b>9.40</b>	<b>525,826</b>	<b>11.52</b>	<b>525,826</b>	<b>11.52</b>	<b>525,500</b>	<b>11.52</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	2,622	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	1,743	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	4,365	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>4,365</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$503,839</b>	<b>9.40</b>	<b>\$525,826</b>	<b>11.52</b>	<b>\$525,826</b>	<b>11.52</b>	<b>\$529,865</b>	<b>11.52</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Human Resource Center

Budget Unit: 88742C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS	285,904	190,159		476,063
EE	12,778	36,985		49,763
PSD				
TRF				
Total	298,682	227,144		525,826
FTE	6.30	5.22		11.52

<b>Est. Fringe</b>	159,506	106,090	0	265,596
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS	285,904	190,159		476,063
EE	12,452	36,985		49,437
PSD				
TRF				
Total	298,356	227,144		525,500
FTE	6.30	5.22		11.52

<b>Est. Fringe</b>	144,953	96,411	0	241,364
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

## 2. CORE DESCRIPTION

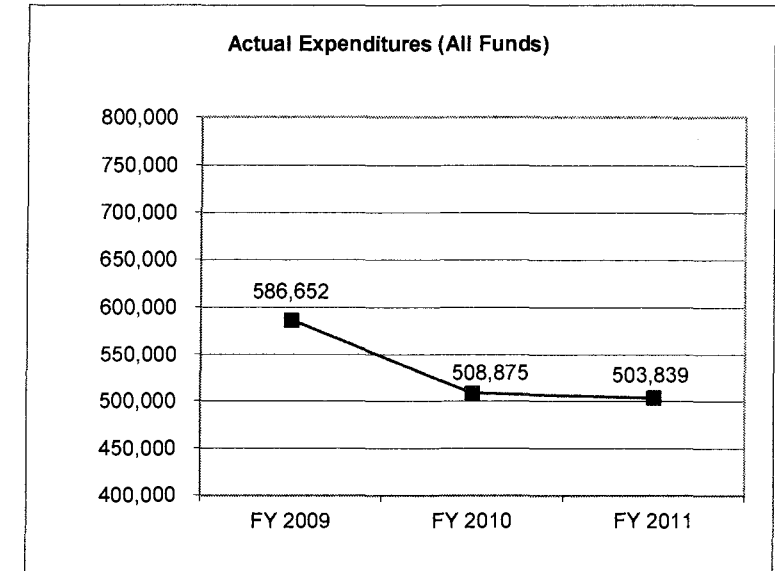
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

## 3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	615,849	532,270	526,079	525,826
Less Reverted (All Funds)	(22,502)	(14,544)	(9,133)	N/A
Budget Authority (All Funds)	593,347	517,726	516,946	N/A
Actual Expenditures (All Funds)	586,652	508,875	503,839	N/A
Unexpended (All Funds)	6,695	8,851	13,107	N/A
Unexpended, by Fund:				
General Revenue	362	291	4,060	N/A
Federal	6,333	8,560	9,047	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

FY2009 - \$6,140 federal fund agency reserve for authority in excess of cash.

FY2010 - \$6,140 federal fund agency reserve for authority in excess of cash.

FY2011 - \$6,140 federal fund agency reserve for authority in excess of cash.



**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**HUMAN RESOURCE CENTER**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PS	11.52	285,904	190,159	0	476,063	
	EE	0.00	12,778	36,985	0	49,763	
	<b>Total</b>	<b>11.52</b>	<b>298,682</b>	<b>227,144</b>	<b>0</b>	<b>525,826</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	11.52	285,904	190,159	0	476,063	
	EE	0.00	12,778	36,985	0	49,763	
	<b>Total</b>	<b>11.52</b>	<b>298,682</b>	<b>227,144</b>	<b>0</b>	<b>525,826</b>	
<b>GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS</b>							
Core Reduction	1233 9949 EE	0.00	(326)	0	0	(326)	
<b>NET GOVERNOR CHANGES</b>		<b>0.00</b>	<b>(326)</b>	<b>0</b>	<b>0</b>	<b>(326)</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	11.52	285,904	190,159	0	476,063	
	EE	0.00	12,452	36,985	0	49,437	
	<b>Total</b>	<b>11.52</b>	<b>298,356</b>	<b>227,144</b>	<b>0</b>	<b>525,500</b>	

# FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88742C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Human Resource Center	DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

## DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	476,063	25%	\$119,016
	E&E	49,437	25%	\$12,359
<i>Total Request</i>		525,500		\$131,375

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility between each appropriation.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

### PRIOR YEAR EXPLAIN ACTUAL USE

25% flexibility granted for all appropriations. Funds were not utilized.

### CURRENT YEAR EXPLAIN PLANNED USE

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (KEYBRD)	2,030	0.09	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	1,516	0.06	20,773	2.31	20,767	2.32	20,767	2.32
PERSONNEL OFCR I	44,489	1.01	44,220	1.00	44,220	1.00	44,220	1.00
PERSONNEL OFCR II	4,223	0.08	4,224	0.11	4,224	0.10	4,224	0.10
HUMAN RELATIONS OFCR I	74,592	2.00	74,592	2.00	74,592	2.00	74,592	2.00
HUMAN RELATIONS OFCR II	42,980	1.03	41,712	1.00	41,712	1.00	41,712	1.00
PERSONNEL ANAL II	38,904	1.01	38,700	1.00	38,712	1.00	38,712	1.00
PERSONNEL CLERK	730	0.03	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B2	132,900	2.00	132,900	2.00	132,900	2.00	132,900	2.00
HUMAN RESOURCES MGR B3	79,728	1.00	79,728	1.00	79,728	1.00	79,728	1.00
LEGAL COUNSEL	3,801	0.08	3,966	0.10	3,960	0.09	3,960	0.09
MISCELLANEOUS PROFESSIONAL	491	0.01	496	0.00	496	0.01	496	0.01
SPECIAL ASST OFFICE & CLERICAL	34,752	1.00	34,752	1.00	34,752	1.00	34,752	1.00
<b>TOTAL - PS</b>	<b>461,136</b>	<b>9.40</b>	<b>476,063</b>	<b>11.52</b>	<b>476,063</b>	<b>11.52</b>	<b>476,063</b>	<b>11.52</b>
TRAVEL, IN-STATE	4,532	0.00	6,622	0.00	5,222	0.00	5,137	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	2	0.00	2	0.00
SUPPLIES	18,158	0.00	18,428	0.00	21,190	0.00	20,996	0.00
PROFESSIONAL DEVELOPMENT	3,408	0.00	3,465	0.00	3,970	0.00	3,923	0.00
COMMUNICATION SERV & SUPP	8,093	0.00	9,305	0.00	9,455	0.00	9,455	0.00
PROFESSIONAL SERVICES	3,650	0.00	4,076	0.00	4,250	0.00	4,250	0.00
HOUSEKEEPING & JANITORIAL SERV	249	0.00	10	0.00	305	0.00	305	0.00
M&R SERVICES	1,287	0.00	4,219	0.00	1,486	0.00	1,486	0.00
OFFICE EQUIPMENT	3,183	0.00	1,590	0.00	3,707	0.00	3,707	0.00
OTHER EQUIPMENT	0	0.00	800	0.00	2	0.00	2	0.00
BUILDING LEASE PAYMENTS	0	0.00	349	0.00	2	0.00	2	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	186	0.00	2	0.00	2	0.00

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
MISCELLANEOUS EXPENSES	143	0.00	711	0.00	170	0.00	170	0.00
TOTAL - EE	42,703	0.00	49,763	0.00	49,763	0.00	49,437	0.00
<b>GRAND TOTAL</b>	<b>\$503,839</b>	<b>9.40</b>	<b>\$525,826</b>	<b>11.52</b>	<b>\$525,826</b>	<b>11.52</b>	<b>\$525,500</b>	<b>11.52</b>
GENERAL REVENUE	\$285,742	5.58	\$298,682	6.30	\$298,682	6.30	\$298,356	6.30
FEDERAL FUNDS	\$218,097	3.82	\$227,144	5.22	\$227,144	5.22	\$227,144	5.22
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Human Resource Center**

**Program is found in the following core budget(s): Human Resource Center**

### 1. What does this program do?

*PROGRAM SYNOPSIS:* The Human Resource Center plans, develops and implements statewide human resource programs; providing leadership, direction and coordination of related services and support to all divisions.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. The service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce and ensure compliance with applicable state and federal law. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention and continuing development of a productive and harmonious workforce.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- assure the department's compliance with state personnel law (merit system) and serve as liaison with the Office of Administration's Division of Personnel;
- develop and implement DSS administrative policies that are legally sound and support the work of DSS;
- administer personnel functions of employment, termination, promotion, compensation, performance appraisal, discipline and related activities directly for the MO HealthNet Division, Director's Office, and the support divisions and indirectly for the remaining divisions;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Administrative Hearing Commission;
- provide representation of DSS before administrative bodies and court tribunals on personnel related issues;
- develop and provide training to all staff in areas such as new employee orientation, prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, employee and management development;
- assure department compliance with federal and state laws relating to equal employment opportunity, affirmative action, and provision of services;
- investigate allegations of unlawful discrimination and sexual harassment of DSS employees and clients;
- assist/coordinate workplace accommodations to employees pursuant to federal and state laws and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;

- serve as liaison for civil rights issues with other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR), United States Department of Agriculture (USDA), and Health and Human Services (HHS);
- conduct contract compliance audits on DSS vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide assistance in the implementation of a department Workforce Diversity Plan and Program;
- work with management on organizational change/development issues;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate and administer departmental employee award and recognition programs; unemployment program, workers' compensation claims and recruitment activities;
- develop and maintain an employment information website for DSS employees and the public;
- maintain official personnel records in a confidential and secure manner; and
- receive and process fingerprint checks for DSS applicants, volunteers, interns, and contractors, when applicable.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: RSMo. 660.010

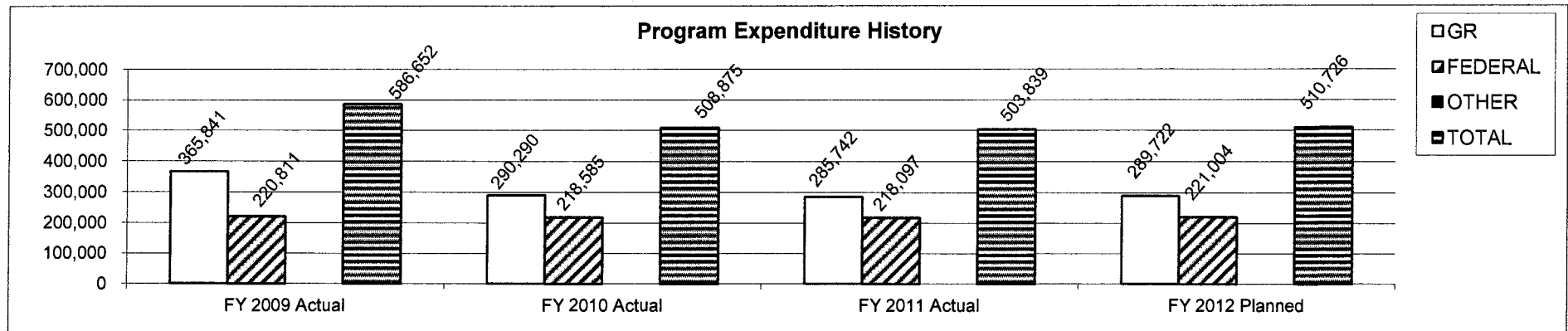
**3. Are there federal matching requirements? If yes, please explain.**

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

N/A

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees participating in Employment-Related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2009	2,505,494	1,700,000	11,570	9,000	96%	93%	40%	29%
2010	2,162,066	1,700,000	8,164	9,000	99%	93%	42%	29%
2011	2,496,408	2,000,000	7,210	8,000**	99%	94%	40%	35%
2012		2,100,000		7,000**		95%		35%
2013		2,100,000		7,000		95%		35%
2014		2,100,000		7,000		95%		35%

\*Employees may receive more than one training class.

\*\*The projected number has been decreased to account for a reduction seen as a result of budget cuts and fiscal restrictions.

**7b. Provide an efficiency measure.**

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Actual	Projected	Actual	Projected
2009	143	185	379	300
2010	161	185	352	300
2011	119	185	290*	325
2012		165		325
2013		165		325
2014		165		325

\*Does not include incident reports that were not processed through Central Accident Reporting Office.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of DSS Employees*	
	Actual	Projected
2009	8,522	8,500
2010	8,120	8,000
2011	7,387	8,000
2012		7,358
2013		7,358
2014		7,358

\*Number of employees employed as of June 30.

**7d. Provide a customer satisfaction measure, if available.**

N/A





# **FY13 Department of Social Services Report #9**

## **DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STAFF TRAINING</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	109,419	0.00	109,760	0.00	109,760	0.00	107,852	0.00
DEPT OF SOC SERV FEDERAL & OTH	109,995	0.00	131,840	0.00	131,840	0.00	131,840	0.00
TOTAL - EE	219,414	0.00	241,600	0.00	241,600	0.00	239,692	0.00
<b>TOTAL</b>	<b>219,414</b>	<b>0.00</b>	<b>241,600</b>	<b>0.00</b>	<b>241,600</b>	<b>0.00</b>	<b>239,692</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$219,414</b>	<b>0.00</b>	<b>\$241,600</b>	<b>0.00</b>	<b>\$241,600</b>	<b>0.00</b>	<b>\$239,692</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Field and Line Staff Training

Budget Unit: 90042C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE	109,760	131,840		241,600
PSD				
TRF				
Total	109,760	131,840		241,600
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE	107,852	131,840		239,692
PSD				
TRF				
Total	107,852	131,840		239,692
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

## 2. CORE DESCRIPTION

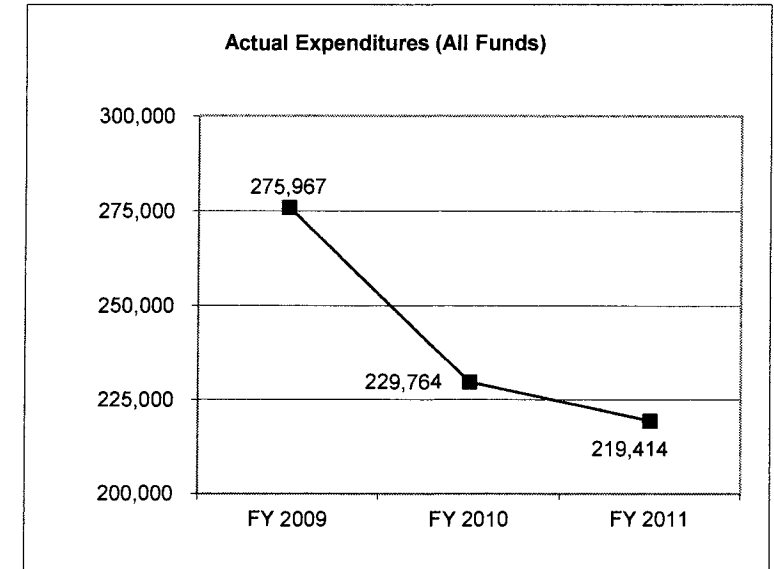
Core funding to provide training to Department of Social Services (DSS) field and line staff.

## 3. PROGRAM LISTING (list programs included in this core funding)

Field and Line Staff Training

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	304,621	268,622	249,675	241,600
Less Reverted (All Funds)	(7,660)	(15,295)	(8,136)	N/A
Budget Authority (All Funds)	296,961	253,327	241,539	N/A
Actual Expenditures (All Funds)	275,967	229,764	219,414	N/A
Unexpended (All Funds)	20,994	23,563	22,125	N/A
Unexpended, by Fund:				
General Revenue	16	1,802	280	N/A
Federal	20,978	21,761	21,845	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

FY2009 - \$20,357 federal funds reserve for authority in excess of cash.

FY2010 - \$20,357 federal funds reserve for authority in excess of cash.

FY2011 - \$20,357 federal funds reserve for authority in excess of cash.

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**STAFF TRAINING**

**5. CORE RECONCILIATION DETAIL**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	109,760	131,840	0	241,600	
	<b>Total</b>	<b>0.00</b>	<b>109,760</b>	<b>131,840</b>	<b>0</b>	<b>241,600</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	109,760	131,840	0	241,600	
	<b>Total</b>	<b>0.00</b>	<b>109,760</b>	<b>131,840</b>	<b>0</b>	<b>241,600</b>	
<b>GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS</b>							
Core Reduction	1235 6793 EE	0.00	(1,908)	0	0	(1,908)	
<b>NET GOVERNOR CHANGES</b>		<b>0.00</b>	<b>(1,908)</b>	<b>0</b>	<b>0</b>	<b>(1,908)</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	107,852	131,840	0	239,692	
	<b>Total</b>	<b>0.00</b>	<b>107,852</b>	<b>131,840</b>	<b>0</b>	<b>239,692</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STAFF TRAINING</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	65,658	0.00	81,516	0.00	71,819	0.00	69,986	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	9	0.00	9	0.00
SUPPLIES	8,635	0.00	13,200	0.00	9,611	0.00	9,611	0.00
PROFESSIONAL DEVELOPMENT	2,972	0.00	5,500	0.00	3,272	0.00	3,197	0.00
PROFESSIONAL SERVICES	132,936	0.00	129,665	0.00	146,779	0.00	146,779	0.00
M&R SERVICES	11	0.00	1,804	0.00	12	0.00	12	0.00
OFFICE EQUIPMENT	3,040	0.00	1,513	0.00	3,347	0.00	3,347	0.00
OTHER EQUIPMENT	470	0.00	1,000	0.00	518	0.00	518	0.00
BUILDING LEASE PAYMENTS	0	0.00	200	0.00	2	0.00	2	0.00
EQUIPMENT RENTALS & LEASES	240	0.00	400	0.00	250	0.00	250	0.00
MISCELLANEOUS EXPENSES	5,452	0.00	6,800	0.00	5,981	0.00	5,981	0.00
<b>TOTAL - EE</b>	<b>219,414</b>	<b>0.00</b>	<b>241,600</b>	<b>0.00</b>	<b>241,600</b>	<b>0.00</b>	<b>239,692</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$219,414</b>	<b>0.00</b>	<b>\$241,600</b>	<b>0.00</b>	<b>\$241,600</b>	<b>0.00</b>	<b>\$239,692</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$109,419</b>	<b>0.00</b>	<b>\$109,760</b>	<b>0.00</b>	<b>\$109,760</b>	<b>0.00</b>	<b>\$107,852</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$109,995</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>	<b>\$131,840</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Field and Line Staff Training**

**Program is found in the following core budget(s): Field and Line Staff Training**

### 1. What does this program do?

*PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.*

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include, but are not limited to: Professionalism in the Workplace; Building Effective Relationships; Basic Supervisory Training; Civil Rights and Diversity in the Workplace; Accountability; Ethics; Continuous Improvement; Five Questions Every Leader Must Ask; Employee Retention; Building Trust; Effective Delegation; Facilitating Improved Performance; Following Up to Support Improvement; Generational Differences; Encouraging the Heart; Managing Me; Working with Millennials; Assertiveness; Non-Defensive Communication; The Power of Expectations; New Employee Orientation; Workplace Safety; Communicating to Building Commitment; Managers as Mentors; and Coaching a Team..

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers and meet the needs of the citizens we serve. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

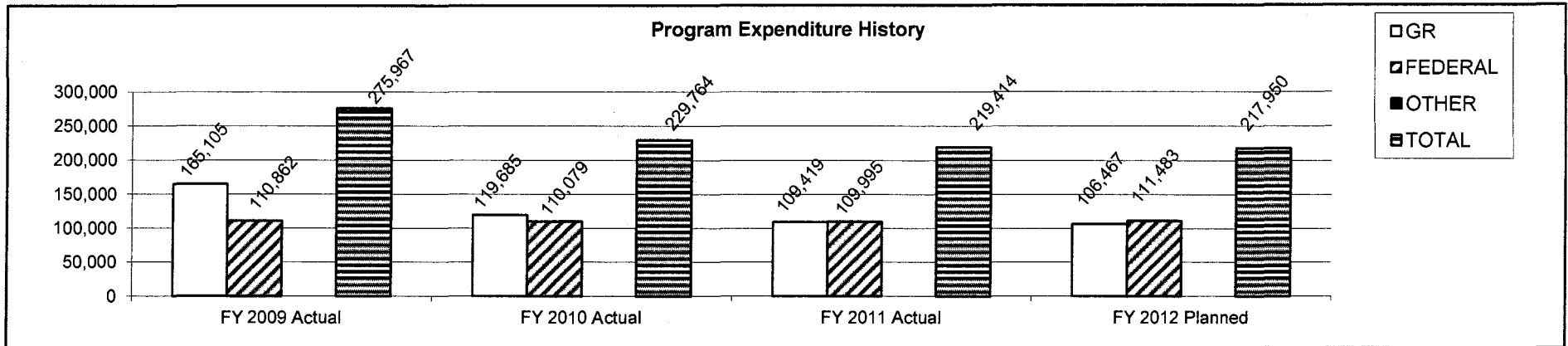
### 3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

### 4. Is this a federally mandated program? If yes, please explain.

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Number of employees participating in employment-related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions	
	Actual	Projected	Actual	Projected
2009	11,570	9,000	96%	93%
2010	8,164	9,000	99%	93%
2011	7,210	8,000**	99%	94%
2012		7,000**		95%
2013		7,000		95%
2014		7,000		95%

\*Employees may receive more than one training class.

\*\*The projected number has been decreased to account for a reduction seen as a result of budget cuts and fiscal restrictions.



**7b. Provide an efficiency measure.**

SFY	Percent of Supervisors in Compliance with the Management Training Rule (16 hours)	
	Actual	Projected
2009	92%	87%
2010	93%	87%
2011	91%	89%
2012		89%
2013		89%
2014		89%

SFY	Percent of Supervisors in Compliance with the Management Training Rule (40 hours)	
	Actual	Projected
2009	100%	90%
2010	99%	90%
2011	98%	95%
2012		96%
2013		96%
2014		96%

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of DSS Employees*	
	Actual	Projected
2009	8,522	8,500
2010	8,120	8,000
2011	7,387	8,000
2012		7,358
2013		7,358
2014		7,358

\*Includes turnover, part-time employees and temporary employees.

**7d. Provide a customer satisfaction measure, if available.**

SFY	Training Evaluation Rating Averages*	
	Actual	Projected
2009	4.53	**
2010	4.52	4.41
2011	4.52	4.41
2012		4.41
2013		4.41
2014		4.41

\*Average based on scale of 1 to 5 with 5 being the best.

\*\*The measure was set for FY10 so previous projections are not available.



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	1,163,381	31.55	1,163,381	31.55	1,163,381	31.55	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1,503,381	41.00	1,503,381	41.00	1,503,381	41.00	
RECOVERY AUDIT AND COMPLIANCE	0	0.00	340,000	9.45	340,000	9.45	340,000	9.45	
TOTAL - PS	0	0.00	3,006,762	82.00	3,006,762	82.00	3,006,762	82.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	505,362	0.00	505,362	0.00	503,160	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1,488,007	0.00	1,488,007	0.00	1,488,007	0.00	
RECOVERY AUDIT AND COMPLIANCE	0	0.00	82,643	0.00	82,643	0.00	82,087	0.00	
TOTAL - EE	0	0.00	2,076,012	0.00	2,076,012	0.00	2,073,254	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>5,082,774</b>	<b>82.00</b>	<b>5,082,774</b>	<b>82.00</b>	<b>5,080,016</b>	<b>82.00</b>	
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	10,663	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	13,782	0.00	
RECOVERY AUDIT AND COMPLIANCE	0	0.00	0	0.00	0	0.00	3,118	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	27,563	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>27,563</b>	<b>0.00</b>	
<b>Medicaid Provider Enrollment F - 1886024</b>									
EXPENSE & EQUIPMENT									
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	154,500	0.00	154,500	0.00	
MEDICAID PROVIDER ENROLLMENT	0	0.00	0	0.00	51,500	0.00	51,500	0.00	
TOTAL - EE	0	0.00	0	0.00	206,000	0.00	206,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>206,000</b>	<b>0.00</b>	<b>206,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$5,082,774</b>	<b>82.00</b>	<b>\$5,288,774</b>	<b>82.00</b>	<b>\$5,313,579</b>	<b>82.00</b>	

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# FY13 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>RECOVERY AUDIT &amp; COMPL CONTRT</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
RECOVERY AUDIT AND COMPLIANCE	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00	
TOTAL - EE	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00	
TOTAL	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00	
GRAND TOTAL	\$0	0.00	\$500,000	0.00	\$500,000	0.00	\$500,000	0.00	

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## CORE DECISION ITEM

**Department: Social Services**  
**Division: Office of Director**  
**Core: MO Medicaid Audit & Compliance (MMAC)**

**Budget Unit: 90043C**

### 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS	1,163,381	1,503,381	340,000	3,006,762
EE	505,362	1,488,007	82,643	2,076,012
PSD				
TRF				
<b>Total</b>	<b>1,668,743</b>	<b>2,991,388</b>	<b>422,643</b>	<b>5,082,774</b>
<b>FTE</b>	<b>31.55</b>	<b>41.00</b>	<b>9.45</b>	<b>82.00</b>

<b>Est. Fringe</b>	649,050	838,736	189,686	1,677,473
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit and Compliance Fund (0974)

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,163,381	1,503,381	340,000	3,006,762
EE	503,160	1,488,007	82,087	2,073,254
PSD				
TRF				
<b>Total</b>	<b>1,666,541</b>	<b>2,991,388</b>	<b>422,087</b>	<b>5,080,016</b>
<b>FTE</b>	<b>31.55</b>	<b>41.00</b>	<b>9.45</b>	<b>82.00</b>

<b>Est. Fringe</b>	589,834	762,214	172,380	1,524,428
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit and Compliance Fund (0974)

### 2. CORE DESCRIPTION

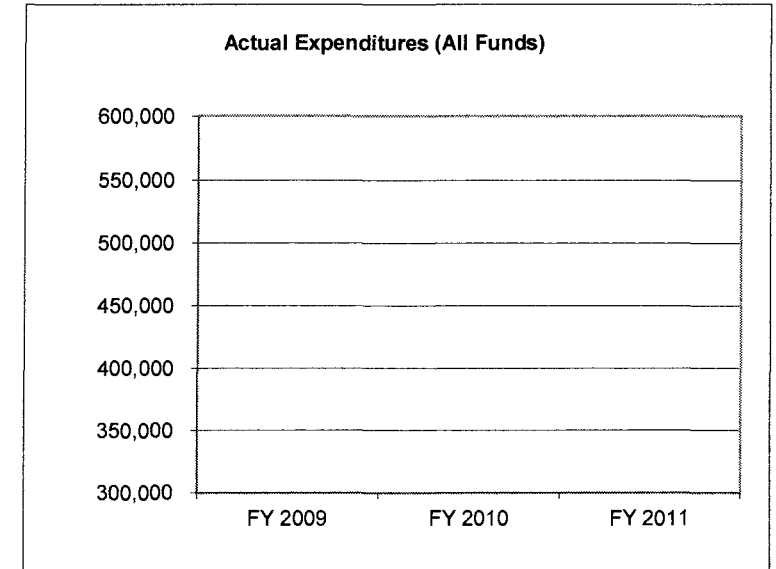
This core consolidated Medicaid monitoring and compliance functions under the Department of Social Services (DSS). Transfers from the Division of Legal Services (DLS), the MO HealthNet Division (MHD), the Department of Mental Health (DMH) and the Department of Health and Senior Services (DHSS), were made to this new core. This unit will work to reduce costs, increase the efficiency of provider monitoring and assist providers with compliance. Consolidating staff from DSS, DMH, and DHSS elevates program recovery efforts in the organization and improves collaboration with other Medicaid partner agencies.

### 3. PROGRAM LISTING (list programs included in this core funding)

MO Medicaid Audit and Compliance

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)				5,082,774
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)				N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)				N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

FY2012 - Agency reserve of \$422,643 because there can be no expenditures from the Recovery Audit and Compliance fund until there is money in the fund from recoveries.

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**MO MEDICAID AUDIT & COMPLIANCE**

**5. CORE RECONCILIATION DETAIL**

			<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>									
			PS	82.00	1,163,381	1,503,381	340,000	3,006,762	
			EE	0.00	505,362	1,488,007	82,643	2,076,012	
			<b>Total</b>	<b>82.00</b>	<b>1,668,743</b>	<b>2,991,388</b>	<b>422,643</b>	<b>5,082,774</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>									
Core Reallocation	254	7967	PS	0.00	0	0	0	0	
Core Reallocation	254	7963	PS	(0.00)	0	0	0	0	
<b>NET DEPARTMENT CHANGES</b>				<b>(0.00)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>									
			PS	82.00	1,163,381	1,503,381	340,000	3,006,762	
			EE	0.00	505,362	1,488,007	82,643	2,076,012	
			<b>Total</b>	<b>82.00</b>	<b>1,668,743</b>	<b>2,991,388</b>	<b>422,643</b>	<b>5,082,774</b>	
<b>GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS</b>									
Core Reduction	1210	7968	EE	0.00	0	0	(556)	(556)	Core reduction.
Core Reduction	1210	7964	EE	0.00	(2,202)	0	0	(2,202)	Core reduction.
<b>NET GOVERNOR CHANGES</b>				<b>0.00</b>	<b>(2,202)</b>	<b>0</b>	<b>(556)</b>	<b>(2,758)</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>									
			PS	82.00	1,163,381	1,503,381	340,000	3,006,762	
			EE	0.00	503,160	1,488,007	82,087	2,073,254	
			<b>Total</b>	<b>82.00</b>	<b>1,666,541</b>	<b>2,991,388</b>	<b>422,087</b>	<b>5,080,016</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 90043C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Missouri Medicaid Audit and Compliance	<b>DIVISION:</b> Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

<b>DEPARTMENT REQUEST</b>
---------------------------

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	3,006,762	25%	\$751,691
	E&E	2,076,254	25%	\$519,064
<i>Total Request</i>		5,083,016		\$1,270,754

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility between each appropriation.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
25% flexibility granted for all appropriations. Funds were not utilized.	Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.



# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	21,984	1.00	21,372	1.00	21,372	1.00
SR OFC SUPPORT ASST (CLERICAL)	0	0.00	147,456	6.02	102,168	4.00	102,168	4.00
ADMIN OFFICE SUPPORT ASSISTANT	0	0.00	29,040	1.00	54,984	3.00	54,984	3.00
ACCOUNT CLERK II	0	0.00	32,148	0.99	23,796	1.00	23,796	1.00
AUDITOR II	0	0.00	35,951	1.01	37,296	1.00	37,296	1.00
AUDITOR I	0	0.00	137,692	4.00	0	(0.00)	0	(0.00)
AUDITOR III	0	0.00	54,247	1.01	0	0.00	0	0.00
ACCOUNTANT I	0	0.00	34,398	0.99	64,548	2.00	64,548	2.00
MANAGEMENT ANALYSIS SPEC II	0	0.00	93,382	1.99	40,212	1.00	40,212	1.00
HEALTH PROGRAM REP III	0	0.00	0	0.00	41,712	1.00	41,712	1.00
MEDICAL TECHNOLOGIST I	0	0.00	0	0.00	34,644	1.00	34,644	1.00
REGISTERED NURSE II	0	0.00	43,554	1.00	70,406	2.00	70,406	2.00
REGISTERED NURSE III	0	0.00	91,968	2.00	44,220	2.00	44,220	2.00
REGISTERED NURSE IV	0	0.00	0	0.00	50,000	1.00	50,000	1.00
AGING PROGRAM SPEC I	0	0.00	0	0.00	40,212	1.00	40,212	1.00
INVESTIGATOR I	0	0.00	139,300	4.00	0	(0.00)	0	(0.00)
INVESTIGATOR II	0	0.00	71,904	2.00	204,192	7.00	204,192	7.00
CORRESPONDENCE & INFO SPEC I	0	0.00	81,904	2.00	0	0.00	0	0.00
MEDICAID PHARMACEUTICAL TECH	0	0.00	35,904	1.00	30,096	1.00	30,096	1.00
MEDICAID CLERK	0	0.00	243,087	9.01	187,778	10.00	187,778	10.00
MEDICAID TECHNICIAN	0	0.00	60,192	2.01	131,240	4.00	131,240	4.00
MEDICAID SPEC	0	0.00	1,077,121	29.97	1,051,676	24.00	1,051,676	24.00
MEDICAID UNIT SPV	0	0.00	267,918	6.00	220,044	5.00	220,044	5.00
FISCAL & ADMINISTRATIVE MGR B1	0	0.00	44,220	1.00	90,204	2.00	90,204	2.00
HEALTH & SENIOR SVCS MANAGER 1	0	0.00	0	0.00	53,292	1.00	53,292	1.00
SOCIAL SERVICES MNGR, BAND 2	0	0.00	120,510	2.00	59,040	1.00	59,040	1.00
SOCIAL SERVICES MNGR, BAND 3	0	0.00	82,092	1.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	0	0.00	0	0.00	82,092	1.00	82,092	1.00
LEGAL COUNSEL	0	0.00	60,790	1.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	0	0.00	0	0.00	271,538	5.00	271,538	5.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>3,006,762</b>	<b>82.00</b>	<b>3,006,762</b>	<b>82.00</b>	<b>3,006,762</b>	<b>82.00</b>
TRAVEL, IN-STATE	0	0.00	85,250	0.00	85,250	0.00	83,118	0.00

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
TRAVEL, OUT-OF-STATE	0	0.00	14,750	0.00	14,750	0.00	14,381	0.00
SUPPLIES	0	0.00	8,554	0.00	8,554	0.00	8,340	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1,723	0.00	1,723	0.00	1,680	0.00
PROFESSIONAL SERVICES	0	0.00	1,325,550	0.00	1,325,550	0.00	1,325,550	0.00
M&R SERVICES	0	0.00	630,000	0.00	630,000	0.00	630,000	0.00
OFFICE EQUIPMENT	0	0.00	5,899	0.00	5,899	0.00	5,899	0.00
MISCELLANEOUS EXPENSES	0	0.00	4,286	0.00	4,286	0.00	4,286	0.00
TOTAL - EE	0	0.00	2,076,012	0.00	2,076,012	0.00	2,073,254	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$5,082,774</b>	<b>82.00</b>	<b>\$5,082,774</b>	<b>82.00</b>	<b>\$5,080,016</b>	<b>82.00</b>
GENERAL REVENUE	\$0	0.00	\$1,668,743	31.55	\$1,668,743	31.55	\$1,666,541	31.55
FEDERAL FUNDS	\$0	0.00	\$2,991,388	41.00	\$2,991,388	41.00	\$2,991,388	41.00
OTHER FUNDS	\$0	0.00	\$422,643	9.45	\$422,643	9.45	\$422,087	9.45

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): MO Medicaid Audit & Compliance (MMAC)**

### **1. What does this program do?**

*PROGRAM SYNOPSIS: This unit is a consolidation of staff from the Department of Social Services (DSS), the Department of Mental Health (DMH), and the Department of Health and Senior Services (DHSS), to work on reducing costs, increasing efficiency of provider monitoring and assisting providers with compliance related to Medicaid services.*

MO Medicaid Audit & Compliance (MMAC) will work to increase the number of program staff with clinical expertise who can better identify issues with patient care and claim irregularities within existing resources. Employees of the unit will investigate and audit providers and work with contractors who provide recovery audit services to identify and recoup program overpayments billed by providers. The MMAC unit will focus on providing education to assist providers with understanding the requirements of the Medicaid program.

The MMAC will seek to ensure that appropriate amounts are paid to legitimate providers for appropriate and reasonable services provided to eligible beneficiaries. The unit monitors Medicaid program compliance by providers and participants. The unit will conduct post-payment reviews of MO HealthNet claims to assure that appropriate payments are made and that providers are billing and providing services in accordance with federal and state regulations.

The MMAC will determine what enforcement activities to pursue following unit audits and investigations. These enforcement activities range from education, demand of repayment, program suspension, closed-end agreements, prepayment review, participant lock-in, to referral to the Medicaid Fraud Control Unit (MFCU), within the State Office of Attorney General in the case of providers or the MO HealthNet Investigation Unit (MIU), within the Department of Social Services, in the case of participants.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Federal law: Social Security Act Section 1902(a)(4), 1903(i)(2), and 1909; Federal regulations: 42 CFR, Part 455

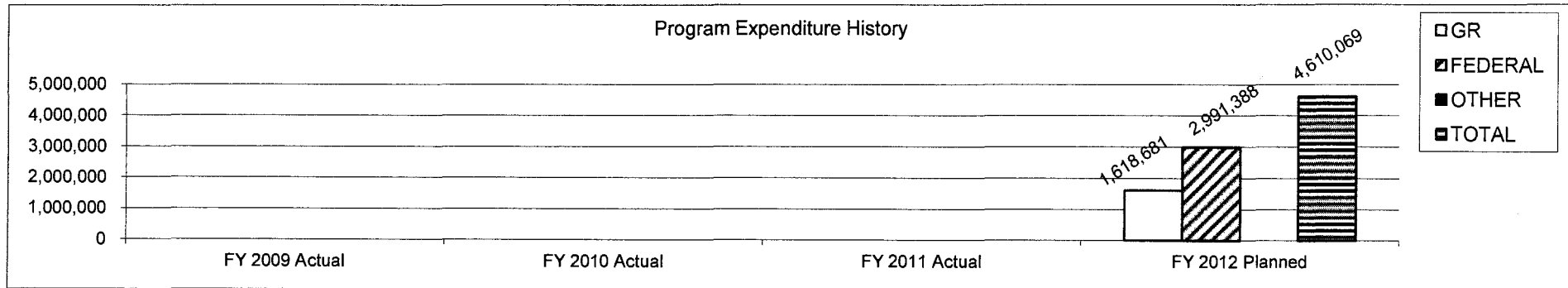
### **3. Are there federal matching requirements? If yes, please explain.**

MMAC expenditures earn a 50% federal match. MMAC clinical staff and provider enrollment staff earn 75% federal match.

### **4. Is this a federally mandated program? If yes, please explain.**

Yes. The Social Security Act requires states to report fraud and abuse information and have a method to verify whether services reimbursed by Medicaid were actually furnished to recipients.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Recovery Audit and Compliance Fund (0974).

**7a. Provide an effectiveness measure.**

SFY	FFS Audit Recoveries	# of FFS Audits	Cost Avoidance	Average Recovery per Audit
FY2009	\$8,030,693.00	437	\$26,868,714.00	\$79,861.34
FY2010	\$9,937,797.00	955	\$50,960,813.00	\$63,768.18
FY2011	\$8,357,618.00	1,159	\$40,024,215.00	\$41,744.46
FY2012*	\$8,357,618.00	1,159	\$40,024,215.00	\$41,744.46
FY2013	\$8,775,498.90	1,159	\$42,025,425.75	\$43,831.69
FY2014	\$9,193,379.80	1,159	\$44,026,636.50	\$45,918.91

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

**7b. Provide an efficiency measure.**

SFY	Source:Reports	Source:Information	Source:Referrals	# Claim Lines Reviewed
FY2009	4,669.50	662.00	2,529.40	135,551
FY2010	77,036.74	848.70	3,893.20	1,721,886
FY2011	22,852.00	1,969.70	7,002.79	784,602
FY2012*	22,852.00	1,969.70	7,002.79	784,602
FY2013	23,994.60	2,068.19	7,352.93	823,832
FY2014	25,137.20	2,166.67	7,703.07	863,062

Case hours and Claims reviewed based upon source.

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

**NEW DECISION ITEM**

**RANK: 19**

**Department: Social Services**  
**Division: Office of Director**  
**DI Name: Medicaid Provider Enrollment Fee**

**Budget Unit: 90043C**

**DI#: 1886016**

**1. AMOUNT OF REQUEST**

FY 2013 Budget Request					FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS					PS				
EE		154,500	51,500	206,000	EE		154,500	51,500	206,000
PSD					PSD				
TRF					TRF				
Total		154,500	51,500	206,000	Total		154,500	51,500	206,000
FTE				0.00	FTE				

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Medicaid Provider Enrollment Fund (0990)  
 Note: An "E" is requested for the Medicaid Provider Enrollment Fund (0990) and Federal Fund (0610)

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Medicaid Provider Enrollment Fund (0990)  
 Note: An "E" is requested for the Medicaid Provider Enrollment Fund (0990) and Federal Fund (0610)

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input checked="" type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input checked="" type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

This serves as a placeholder pending further guidance from Centers of Medicare and Medicaid Services (CMS).

Under CFR 424.514, beginning March 25, 2011, institutional providers submitting an initial Medicare provider application or currently enrolled institutional providers that are submitting an application to establish a new practice location must submit either or both of the following: an application fee or a request for hardship exception to the application fee. The fee is to be used by the Health and Human Services (HHS) Secretary to cover the cost of program integrity efforts including the cost of screening associated with provider enrollment processes. The application fee is currently \$505 for CY2011; however, based upon provisions of the ACA this fee will vary from year-to-year based on adjustments made pursuant to the Consumer Price Index for Urban Areas (CPI-U).

States may assess an enrollment fee to certain institutional providers (e.g., non-Medicare providers seeking to enroll in the Medicaid program as a provider). More guidance should be forthcoming from CMS on implementation parameters. It is assumed that fees and federal matching funds would be used by the state to support program integrity/provider screening.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

This estimate is considered a placeholder pending further guidance from CMS.

100 providers subject to the enrollment fee
<u>\$515</u> estimated FY2013 fee
\$51,500 revenue
<u>\$154,500</u> federal financial participation @ 75%
\$206,000 total available to support program integrity/provider screening

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (400)			154,500		51,500		206,000		
<b>Total EE</b>		0	<b>154,500</b>	0	<b>51,500</b>	0	<b>206,000</b>	0	
Program Distributions									
<b>Total PSD</b>	0		0		0		0		0
Transfers							0		
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	<b>154,500</b>	0.0	<b>51,500</b>	0.0	<b>206,000</b>	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (400)			154,500		51,500		206,000		
<b>Total EE</b>	0		<b>154,500</b>		<b>51,500</b>		<b>206,000</b>		0
Program Distributions									
<b>Total PSD</b>	0		0		0		0		0
Transfers									
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	<b>154,500</b>	0.0	<b>51,500</b>	0.0	<b>206,000</b>	0.0	0



**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

N/A

**6b. Provide an efficiency measure.**

N/A

**6c. Provide the number of clients/individuals served, if applicable.**

N/A

**6d. Provide a customer satisfaction measure, if available.**

N/A

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

N/A

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>Medicaid Provider Enrollment F - 1886024</b>								
PROFESSIONAL SERVICES	0	0.00	0	0.00	206,000	0.00	206,000	0.00
TOTAL - EE	0	0.00	0	0.00	206,000	0.00	206,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$206,000</b>	<b>0.00</b>	<b>\$206,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$154,500	0.00	\$154,500	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$51,500	0.00	\$51,500	0.00



# **FY13 Department of Social Services Report #9**

## **DECISION ITEM SUMMARY**

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>CASE MANAGEMENT SYSTEM</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	413,500	0.00	413,500	0.00	316,250	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1,586,500	0.00	1,586,500	0.00	1,489,000	0.00
TOTAL - EE	0	0.00	2,000,000	0.00	2,000,000	0.00	1,805,250	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>1,805,250</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$1,805,250</b>	<b>0.00</b>

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im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Case Management System

Budget Unit: 90046C

## 1. CORE FINANCIAL SUMMARY

	FY 2013 Budget Request			
	GR	Federal	Other	Total
PS				
EE	413,500	1,586,500	0	2,000,000
PSD				
TRF				
Total	413,500	1,586,500		2,000,000
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

	FY 2013 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE	316,250	1,489,000	0	1,805,250
PSD				
TRF				
Total	316,250	1,489,000		1,805,250
FTE				0.00

Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

## 2. CORE DESCRIPTION

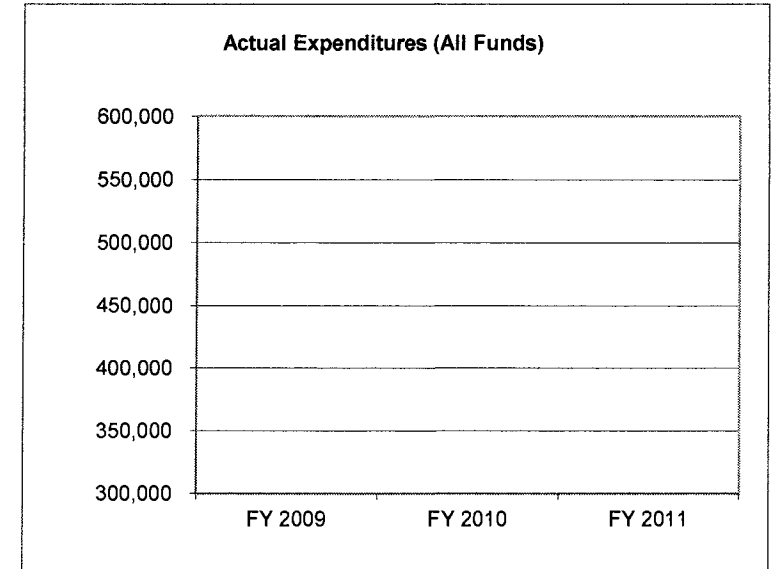
This funding provides systems mechanization to include Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

## 3. PROGRAM LISTING (list programs included in this core funding)

Case Management System

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)				2,000,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)				N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)				N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES CASE MANAGEMENT SYSTEM

#### 5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		EE	0.00	413,500	1,586,500	0	2,000,000	
		<b>Total</b>	<b>0.00</b>	<b>413,500</b>	<b>1,586,500</b>	<b>0</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		EE	0.00	413,500	1,586,500	0	2,000,000	
		<b>Total</b>	<b>0.00</b>	<b>413,500</b>	<b>1,586,500</b>	<b>0</b>	<b>2,000,000</b>	
<b>GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS</b>								
1x Expenditures	1144 8131	EE	0.00	0	(97,500)	0	(97,500)	
1x Expenditures	1144 8045	EE	0.00	(97,250)	0	0	(97,250)	
<b>NET GOVERNOR CHANGES</b>			<b>0.00</b>	<b>(97,250)</b>	<b>(97,500)</b>	<b>0</b>	<b>(194,750)</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		EE	0.00	316,250	1,489,000	0	1,805,250	
		<b>Total</b>	<b>0.00</b>	<b>316,250</b>	<b>1,489,000</b>	<b>0</b>	<b>1,805,250</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>CASE MANAGEMENT SYSTEM</b>								
<b>CORE</b>								
COMPUTER EQUIPMENT	0	0.00	2,000,000	0.00	2,000,000	0.00	1,805,250	0.00
TOTAL - EE	0	0.00	2,000,000	0.00	2,000,000	0.00	1,805,250	0.00
GRAND TOTAL	\$0	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$1,805,250	0.00
GENERAL REVENUE	\$0	0.00	\$413,500	0.00	\$413,500	0.00	\$316,250	0.00
FEDERAL FUNDS	\$0	0.00	\$1,586,500	0.00	\$1,586,500	0.00	\$1,489,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Case Management System**

### **1. What does this program do?**

*PROGRAM SYNOPSIS:* This funding provides systems mechanization to include Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

For Title XIX purposes, "systems mechanization" and "mechanized claims processing and information retrieval systems" is identified in section 1903(a)(3) of the Act and defined in regulation at 42 CFR 433.111. The objectives of this system and its enhancements include the Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

The web-based application would allow for the random changes required in the Health Care industry and allow the State to be in compliance and proactive with many of the guidelines coming forth regarding requirements of electronic health records, mandatory exclusions database, and ownership and disclosure information of Medicaid providers.

The fraud and abuse application must have the ability for document scanning, workflow tracking, and querying/reporting capabilities. Department of Social Services will utilize these applications to monitor and validate the activities of the Recovery Audit Contractors, which is pending implementation. The fraud and abuse application must be able to record time spent and costs associated with investigations, audits, and recoveries. In addition, the application must allow for real-time claims analysis to recognize improper payments, fraudulent practices or abusive billing practices. It is desirable to have an application that can reconcile payments with funding sources at the time the overpayment occurred. Medicaid has different Federal match rates for different Medicaid eligibility packages.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Social Security Act, Section 1903 (a) (3); 42 CFR 43.111.

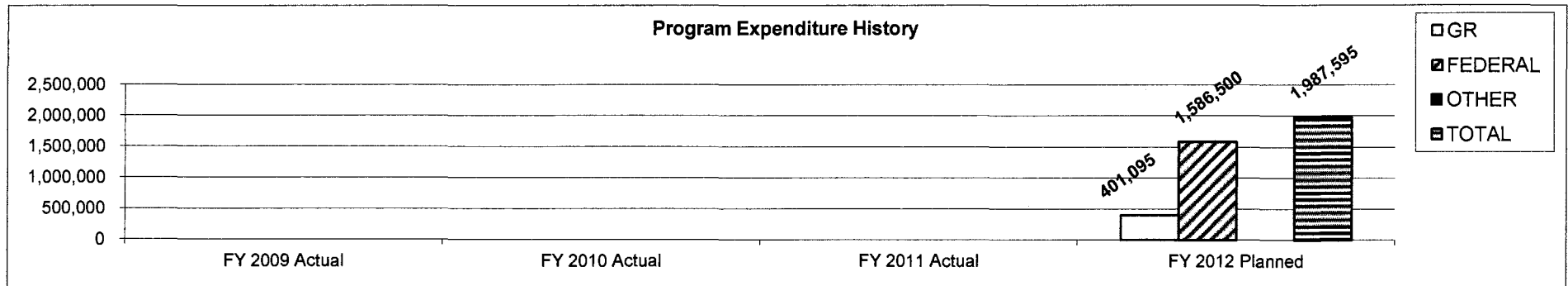
### **3. Are there federal matching requirements? If yes, please explain.**

Public Law 92-603 was enacted in which Section 235 provided for 90-percent Federal financial participation (FFP) for design, development, or installation, and 75-percent FFP for operation of state mechanized claims processing and information retrieval systems approved by the Centers for Medicare and Medicaid Services. An implementing regulation, 45 CFR 250.90 and 42 CFR 433, subpart C.

### **4. Is this a federally mandated program? If yes, please explain.**

N/A

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

Program is in process of implementation. Measures will be developed.

**7b. Provide an efficiency measure.**

Program is in process of implementation. Measures will be developed.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECOVERY AUDIT & COMPL CONTRT								
CORE								
EXPENSE & EQUIPMENT								
RECOVERY AUDIT AND COMPLIANCE	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00
TOTAL - EE	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00
TOTAL	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00
GRAND TOTAL	\$0	0.00	\$500,000	0.00	\$500,000	0.00	\$500,000	0.00

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## CORE DECISION ITEM

Department: Social Services  
 Division: Office of Director  
 Core: Recovery Audit & Compliance Contract

Budget Unit: 90045C

### 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE			500,000	500,000
PSD				
TRF				
Total			500,000	500,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Recovery Audit and Compliance Fund (0974)

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE			500,000	500,000
PSD				
TRF				
Total			500,000	500,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Recovery Audit and Compliance Fund (0974)

### 2. CORE DESCRIPTION

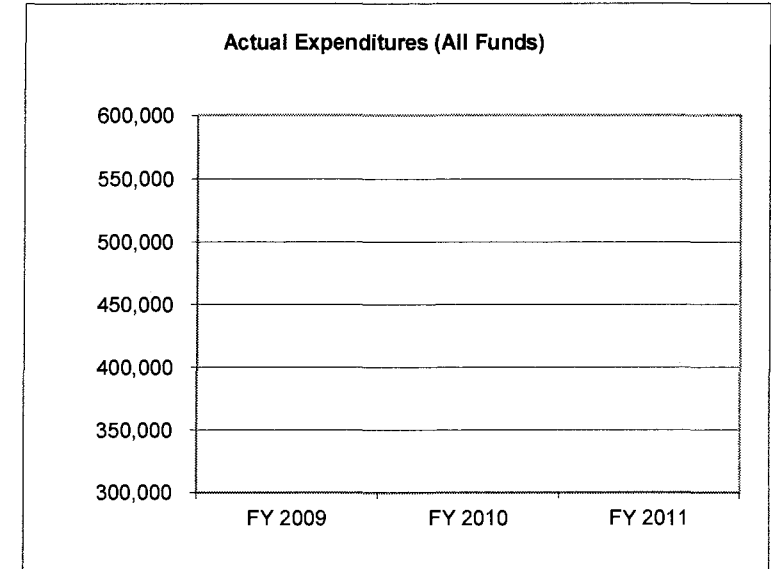
Federal law requires states to contract with a Recovery Audit Contractor to identify and recoup Medicaid provider overpayments. This funds contractor contingency percentage payments for overpaymet recoveries.

### 3. PROGRAM LISTING (list programs included in this core funding)

Recovery Audit & Compliance Contract

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)				500,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)				N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)				N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

Recouped funds will be deposited into the Recovery Audit and Compliance fund. The contractor will be paid a contingency percentage payment for overpayment recoveries. Any amount due the contractor will be limited to recoveries resulting from and authorized by MO HealthNet and paid from the Recovery Audit fund.

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES  
RECOVERY AUDIT & COMPL CONTRT**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECOVERY AUDIT & COMPL CONTRT								
CORE								
PROFESSIONAL SERVICES	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00
TOTAL - EE	0	0.00	500,000	0.00	500,000	0.00	500,000	0.00
GRAND TOTAL	\$0	0.00	\$500,000	0.00	\$500,000	0.00	\$500,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$500,000	0.00	\$500,000	0.00	\$500,000	0.00



## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** Office of Director

**Program is found in the following core budget(s):** Recovery Audit & Compliance Contract

### 1. What does this program do?

The federal government requires states to contract with a Recovery Audit Contractor (RAC) to identify and recoup Medicaid provider overpayments. State Medicaid programs may contract with one or more RACs to identify underpayments and overpayments (and recoup overpayments). Payments to Medicaid RACs are contingency-based and linked to the payment inaccuracies the contractors are able to identify. Missouri has contracte with Cognasante as the Medicaid RAC.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 6411 of the Patient Protection and Affordable Care Act (PPACA; Public Law 111-148) and the Health Care and Education Reconciliation Act (HCERA; Public Law 111-152) and Section 1902 (a) (42) (B) (ii) (IV) (contractor) of the Social Security Act.

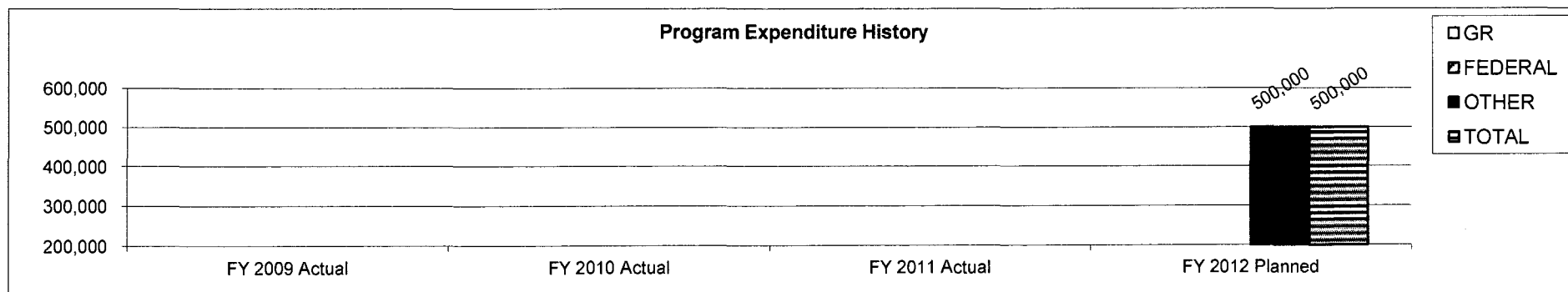
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

Yes. States are required to contract to identify and recoup Medicaid provider overpayments.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

Recovery Audit and Compliance Fund (0974).

**7a. Provide an effectiveness measure.**

N/A

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>MEDICAID ERROR PREVENTION</b>									
CORE									
EXPENSE & EQUIPMENT									
RECOVERY AUDIT AND COMPLIANCE	0	0.00	5,000,000	0.00	5,000,000	0.00	5,000,000	0.00	
TOTAL - EE	0	0.00	5,000,000	0.00	5,000,000	0.00	5,000,000	0.00	
TOTAL	0	0.00	5,000,000	0.00	5,000,000	0.00	5,000,000	0.00	
GRAND TOTAL	\$0	0.00	\$5,000,000	0.00	\$5,000,000	0.00	\$5,000,000	0.00	

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# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Medicaid Error Prevention

Budget Unit: 90047C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE			5,000,000	5,000,000
PSD				
TRF				
Total			5,000,000	5,000,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Recovery Audit Fund (0974)

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE			5,000,000	5,000,000
PSD				
TRF				
Total			5,000,000	5,000,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Recovery Audit Fund (0974)

## 2. CORE DESCRIPTION

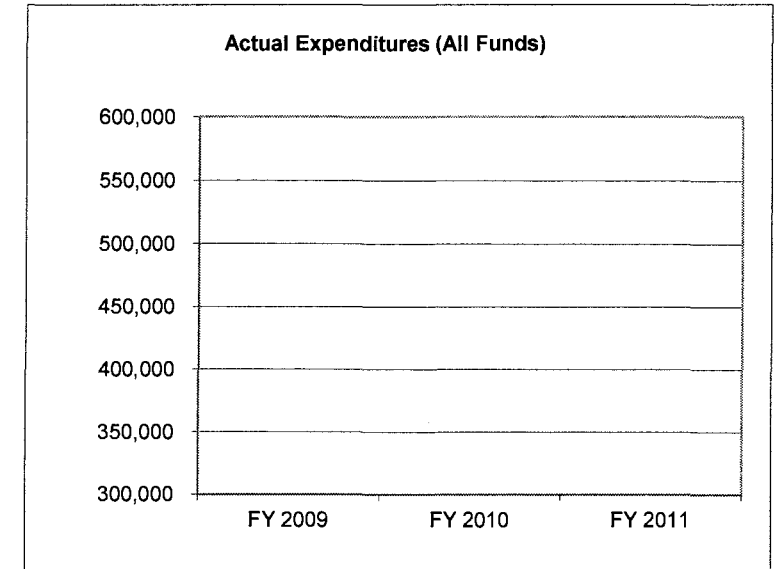
This core funding supports efforts to educate providers on patterns of errors on Medicaid criteria for high-error claims and on process improvements to prevent errors commonly identified. After the Recovery Audit Contractors (RAC) are in place and provider education issues are identified, a portion of the funds recouped by the Medicaid RAC program will be dedicated and applied to provider educational opportunities.

## 3. PROGRAM LISTING (list programs included in this core funding)

Medicaid Error Prevention

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)				5,000,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)				N/A
Actual Expenditures (All Funds)				N/A
Unexpended (All Funds)				N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

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**CORE RECONCILIATION DETAIL**

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**DEPARTMENT OF SOCIAL SERVICES**

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**MEDICAID ERROR PREVENTION**

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**5. CORE RECONCILIATION DETAIL**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MEDICAID ERROR PREVENTION								
CORE								
PROFESSIONAL SERVICES	0	0.00	5,000,000	0.00	5,000,000	0.00	5,000,000	0.00
TOTAL - EE	0	0.00	5,000,000	0.00	5,000,000	0.00	5,000,000	0.00
GRAND TOTAL	\$0	0.00	\$5,000,000	0.00	\$5,000,000	0.00	\$5,000,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$5,000,000	0.00	\$5,000,000	0.00	\$5,000,000	0.00



## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Medicaid Error Prevention

### 1. What does this program do?

This core funding supports efforts to educate providers on patterns of errors on Medicaid criteria for high-error claims and on process improvements to prevent errors commonly identified. After the Recovery Audit Contractors (RAC) are in place and provider education issues are identified, a portion of the funds recouped by the Medicaid RAC program will be dedicated and applied to provider educational opportunities.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Patient Protection and Affordable Care Act (PPADA: Public Law 111-148)

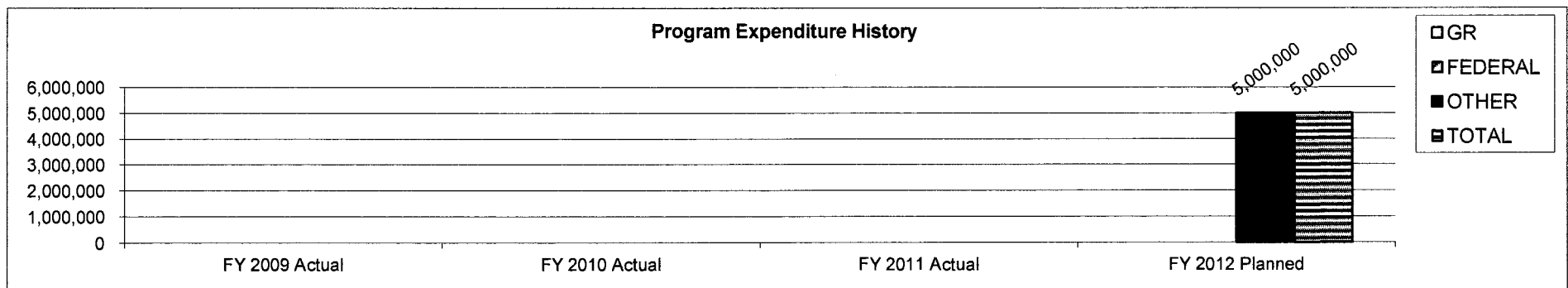
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

Recovery Audit Fund (0974)

**7a. Provide an effectiveness measure.**

Program being implemented. Measures will be developed.

**7b. Provide an efficiency measure.**

Program being implemented. Measures will be developed.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	1,813,843	44.56	1,958,370	47.27	1,958,370	47.27	1,958,370	47.27
DEPT OF SOC SERV FEDERAL & OTH	979,423	24.06	1,030,206	24.49	1,030,206	24.49	1,030,206	24.49
CHILD SUPPORT ENFORCEMENT FUND	42,273	1.00	48,336	1.14	48,336	1.14	48,336	1.14
DOSS ADMINISTRATIVE TRUST	0	0.00	3,966	0.10	3,966	0.10	3,966	0.10
TOTAL - PS	2,835,539	69.62	3,040,878	73.00	3,040,878	73.00	3,040,878	73.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	434,938	0.00	450,183	0.00	450,183	0.00	448,190	0.00
DEPT OF SOC SERV FEDERAL & OTH	114,731	0.00	252,473	0.00	252,473	0.00	252,473	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	12,513	0.00	12,513	0.00	12,513	0.00
DOSS ADMINISTRATIVE TRUST	3,227,006	0.00	1,500,317	0.00	1,500,317	0.00	1,500,317	0.00
TOTAL - EE	3,776,675	0.00	2,215,486	0.00	2,215,486	0.00	2,213,493	0.00
<b>TOTAL</b>	<b>6,612,214</b>	<b>69.62</b>	<b>5,256,364</b>	<b>73.00</b>	<b>5,256,364</b>	<b>73.00</b>	<b>5,254,371</b>	<b>73.00</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	17,952	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	9,445	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	0	0.00	443	0.00
DOSS ADMINISTRATIVE TRUST	0	0.00	0	0.00	0	0.00	36	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	27,876	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>27,876</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,612,214</b>	<b>69.62</b>	<b>\$5,256,364</b>	<b>73.00</b>	<b>\$5,256,364</b>	<b>73.00</b>	<b>\$5,282,247</b>	<b>73.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Division of Finance and Administrative Services

Budget Unit: 88815C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request					FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS	1,958,370	1,030,206	52,302	3,040,878	PS	1,958,370	1,030,206	52,302	3,040,878
EE	450,183	252,473	1,512,830	2,215,486	EE	448,190	252,473	1,512,830	2,213,493
PSD					PSD				
TRF					TRF				
Total	2,408,553	1,282,679	1,565,132	5,256,364	Total	2,406,560	1,282,679	1,565,132	5,254,371
FTE	47.27	24.49	1.24	73.00	FTE	47.27	24.49	1.24	73.00

<b>Est. Fringe</b>	1,092,575	574,752	29,179	1,696,506
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)  
Administrative Trust Fund (0545)

Note: An "E" is requested for the Administrative Trust Fund Centralized Inventory

<b>Est. Fringe</b>	992,894	522,314	26,517	1,541,725
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)  
Administrative Trust Fund (0545)

Note: An "E" is requested for the Administrative Trust Fund Centralized Inventory

## 2. CORE DESCRIPTION

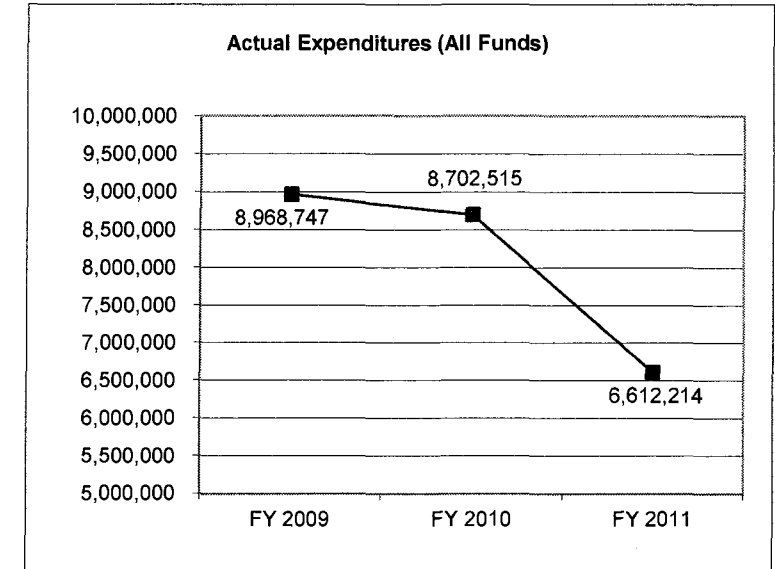
Core funding for the Division of Finance and Administrative Services (DFAS) responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff is responsible for the department's research and data management functions which are included in the DFAS core budget.

## 3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	9,514,933	8,938,901	9,204,554	5,256,364
Less Reverted (All Funds)	(195,901)	(118,620)	(72,518)	N/A
Budget Authority (All Funds)	9,319,032	8,820,281	9,132,036	N/A
Actual Expenditures (All Funds)	8,968,747	8,702,515	6,612,214	N/A
Unexpended (All Funds)	350,285	117,766	2,519,822	N/A
Unexpended, by Fund:				
General Revenue	112,428	6,421	87,692	N/A
Federal	230,437	106,808	188,525	N/A
Other	7,420	4,537	2,243,605	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

During FY09 the Division of Finance and Administrative Services was created by combining the Division of Budget and Finance (DBF) and the Division of General Services (DGS).

In FY12 there was a core reduction of \$3,947,752 in the Administrative Trust Fund for the consolidation of OA mail. This consolidation was in effect for a portion of FY11.

FY09--Federal Reserves of \$100,000

FY10--Federal Reserves of \$100,000

FY11--Federal Reserves of \$143,484

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**FINANCE & ADMINISTRATIVE SRVS**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PS	73.00	1,958,370	1,030,206	52,302	3,040,878	
	EE	0.00	450,183	252,473	1,512,830	2,215,486	
	<b>Total</b>	<b>73.00</b>	<b>2,408,553</b>	<b>1,282,679</b>	<b>1,565,132</b>	<b>5,256,364</b>	

**DEPARTMENT CORE ADJUSTMENTS**

Core Reallocation	240 3113	PS	(0.00)	0	0	0	(0)
Core Reallocation	240 3115	PS	0.00	0	0	0	(0)
Core Reallocation	240 3117	PS	0.00	0	0	0	0
Core Reallocation	240 3050	PS	0.00	0	0	0	(0)
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>

**DEPARTMENT CORE REQUEST**

	PS	73.00	1,958,370	1,030,206	52,302	3,040,878	
	EE	0.00	450,183	252,473	1,512,830	2,215,486	
	<b>Total</b>	<b>73.00</b>	<b>2,408,553</b>	<b>1,282,679</b>	<b>1,565,132</b>	<b>5,256,364</b>	

**GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS**

Core Reduction	1236 3058	EE	0.00	(1,993)	0	0	(1,993)
<b>NET GOVERNOR CHANGES</b>			<b>0.00</b>	<b>(1,993)</b>	<b>0</b>	<b>0</b>	<b>(1,993)</b>

**GOVERNOR'S RECOMMENDED CORE**

	PS	73.00	1,958,370	1,030,206	52,302	3,040,878	
	EE	0.00	448,190	252,473	1,512,830	2,213,493	
	<b>Total</b>	<b>73.00</b>	<b>2,406,560</b>	<b>1,282,679</b>	<b>1,565,132</b>	<b>5,254,371</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	10,408	0.49	75,468	0.49	11,148	0.51	11,148	0.51
ADMIN OFFICE SUPPORT ASSISTANT	63,431	2.00	63,432	2.00	67,936	2.09	67,936	2.09
SR OFC SUPPORT ASST (KEYBRD)	56,400	2.00	56,400	2.00	60,515	2.08	60,515	2.08
PRINTING/MAIL TECHNICIAN I	37,091	1.54	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN II	43,009	1.52	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN III	28,219	1.02	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN IV	14,385	0.49	27,660	1.00	15,407	0.51	15,407	0.51
STOREKEEPER I	24,576	1.00	24,576	1.00	26,320	1.05	26,320	1.05
PROCUREMENT OFCR I	27,797	0.73	37,296	1.00	32,590	1.00	32,590	1.00
PROCUREMENT OFCR II	76,021	1.68	92,304	2.00	81,421	2.00	81,421	2.00
OFFICE SERVICES COOR	39,708	1.00	38,700	1.00	38,700	1.02	38,700	1.02
ACCOUNT CLERK II	251,400	9.44	267,756	10.00	285,505	10.03	285,505	10.03
ACCOUNTANT I	111,383	3.69	150,540	5.00	155,901	5.00	155,901	5.00
ACCOUNTANT II	156,816	4.00	156,780	4.00	167,951	4.00	167,951	4.00
ACCOUNTING SPECIALIST I	0	0.00	34,644	1.00	34,644	1.00	34,644	1.00
ACCOUNTING SPECIALIST II	0	0.00	38,700	1.00	38,700	1.00	38,700	1.00
BUDGET ANAL III	83,233	1.82	91,428	2.00	89,143	2.00	89,143	2.00
RESEARCH ANAL II	35,952	1.00	35,952	1.00	38,601	1.00	38,601	1.00
RESEARCH ANAL III	339,890	7.80	348,238	9.00	367,126	9.00	367,126	9.00
RESEARCH ANAL IV	106,584	2.00	106,584	2.00	106,584	2.00	106,584	2.00
EXECUTIVE I	30,624	1.00	30,624	1.00	30,624	1.00	30,624	1.00
EXECUTIVE II	84,606	2.32	109,908	3.00	90,614	3.02	90,614	3.02
TELECOMMUN ANAL IV	52,200	1.00	52,200	1.00	52,200	1.00	52,200	1.00
MOTOR VEHICLE DRIVER	93,987	3.93	69,936	3.00	69,936	3.00	69,936	3.00
FISCAL & ADMINISTRATIVE MGR B1	59,281	1.25	189,984	4.00	144,992	3.00	144,992	3.00
FISCAL & ADMINISTRATIVE MGR B2	215,231	3.52	189,786	3.00	307,629	5.00	307,629	5.00
RESEARCH MANAGER B2	69,947	1.00	69,948	1.00	69,948	1.00	69,948	1.00
DIVISION DIRECTOR	91,800	1.00	91,800	1.00	91,800	1.00	91,800	1.00
DESIGNATED PRINCIPAL ASST DIV	185,044	2.50	184,926	2.50	147,261	2.00	147,261	2.00
MISCELLANEOUS TECHNICAL	5,649	0.12	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	8,678	0.18	992	0.01	9,297	0.19	9,297	0.19
SPECIAL ASST OFFICIAL & ADMSTR	71,940	1.00	71,940	1.00	82,092	1.00	82,092	1.00



# FY13 Department of Social Services Report #10

# DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
SPECIAL ASST PROFESSIONAL	213,805	3.94	170,100	3.00	169,453	2.50	169,453	2.50
SPECIAL ASST TECHNICIAN	65,331	1.56	83,820	2.00	69,969	2.00	69,969	2.00
SPECIAL ASST OFFICE & CLERICAL	81,113	2.08	78,456	2.00	86,871	2.00	86,871	2.00
<b>TOTAL - PS</b>	<b>2,835,539</b>	<b>69.62</b>	<b>3,040,878</b>	<b>73.00</b>	<b>3,040,878</b>	<b>73.00</b>	<b>3,040,878</b>	<b>73.00</b>
TRAVEL, IN-STATE	13,407	0.00	10,011	0.00	13,407	0.00	13,225	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	2	0.00	2	0.00
SUPPLIES	87,486	0.00	91,759	0.00	124,767	0.00	123,510	0.00
PROFESSIONAL DEVELOPMENT	8,689	0.00	42,732	0.00	15,945	0.00	15,391	0.00
COMMUNICATION SERV & SUPP	30,069	0.00	32,102	0.00	43,444	0.00	43,444	0.00
PROFESSIONAL SERVICES	288,037	0.00	513,578	0.00	373,943	0.00	373,943	0.00
HOUSEKEEPING & JANITORIAL SERV	3,602	0.00	1,000	0.00	5,264	0.00	5,264	0.00
M&R SERVICES	57,918	0.00	18,596	0.00	73,862	0.00	73,862	0.00
MOTORIZED EQUIPMENT	0	0.00	2	0.00	2	0.00	2	0.00
OFFICE EQUIPMENT	35,596	0.00	1,200	0.00	38,675	0.00	38,675	0.00
OTHER EQUIPMENT	137	0.00	2,000	0.00	302	0.00	302	0.00
PROPERTY & IMPROVEMENTS	2,668	0.00	2	0.00	2,763	0.00	2,763	0.00
BUILDING LEASE PAYMENTS	19,546	0.00	2	0.00	20,232	0.00	20,232	0.00
EQUIPMENT RENTALS & LEASES	2,279	0.00	2,000	0.00	2,360	0.00	2,360	0.00
MISCELLANEOUS EXPENSES	235	0.00	500	0.00	518	0.00	518	0.00
REBILLABLE EXPENSES	3,227,006	0.00	1,500,000	0.00	1,500,000	0.00	1,500,000	0.00
<b>TOTAL - EE</b>	<b>3,776,675</b>	<b>0.00</b>	<b>2,215,486</b>	<b>0.00</b>	<b>2,215,486</b>	<b>0.00</b>	<b>2,213,493</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,612,214</b>	<b>69.62</b>	<b>\$5,256,364</b>	<b>73.00</b>	<b>\$5,256,364</b>	<b>73.00</b>	<b>\$5,254,371</b>	<b>73.00</b>
<b>GENERAL REVENUE</b>	<b>\$2,248,781</b>	<b>44.56</b>	<b>\$2,408,553</b>	<b>47.27</b>	<b>\$2,408,553</b>	<b>47.27</b>	<b>\$2,406,560</b>	<b>47.27</b>
<b>FEDERAL FUNDS</b>	<b>\$1,094,154</b>	<b>24.06</b>	<b>\$1,282,679</b>	<b>24.49</b>	<b>\$1,282,679</b>	<b>24.49</b>	<b>\$1,282,679</b>	<b>24.49</b>
<b>OTHER FUNDS</b>	<b>\$3,269,279</b>	<b>1.00</b>	<b>\$1,565,132</b>	<b>1.24</b>	<b>\$1,565,132</b>	<b>1.24</b>	<b>\$1,565,132</b>	<b>1.24</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Finance and Administrative Services**

**Program is found in the following core budget(s): Division of Finance and Administrative Services**

### 1. What does this program do?

*PROGRAM SYNOPSIS: The division provides centralized financial and administrative support to all Department of Social Services divisions.*

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services (DSS) divisions.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core DFAS functions.

- Budget:** DFAS directs and prepares the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.
- Compliance and Quality Control:** DFAS monitors DSS sub-recipients through onsite visits and desk reviews to ensure both State contract and federal grant requirements are being met. Additionally, staff perform contract compliance reviews to determine if program-specific contract deliverables and financial requirements are met. DFAS also performs internal reviews of department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS serves as the point of contact with the outside audit such as the State Auditor's office and the Office of Inspector General.
- Contract Management and Procurement:** DFAS coordinates the development of Requests for Proposals (RFP's) and assists with securing contracts for various goods and services. DFAS manages all OA procurement/contract delegations and ensures there are appropriate agreements/contracts in place to protect the agency's interests and to avoid unintended breaks in service delivery. All procurement functions are in accordance with applicable statutes. DFAS procurement officers serve as liaisons between program divisions and the Office of Administration, Division of Purchasing and Materials Management.
- Grants and Cash Management:** DFAS manages approximately 60 grants with a value of over \$7.2 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI (CHIP), Title IV-D (child support) and Title IV-E (child welfare). The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds to support DSS and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.
- Payables/Receivables/Payroll:** DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. Maintenance of employee time and leave and management of all issues related to salary payments fall under the division's responsibilities. Over the next year DFAS, in coordination with the Division of Legal Services and other division program staff, will develop policies and procedures to coordinate all DSS receivables.

•**Office Services/Warehouse/Emergency Management:** DFAS leads DSS initiatives to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). Administrative responsibilities include acquisition, storage and distribution of bulk supplies and forms/envelopes; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; technical support in the design, acquisition and installation of telecommunication services and equipment for DSS offices; and delivery of supplies to JC offices and shipping via UPS and freight companies. DFAS also provides mail courier services for offices located in St. Louis and St. Louis County and acts as a liaison on building matters between the program divisions (Jefferson City and field offices) and the Office of Administration, Division of Facilities Management/Design and Construction.

Center for Management Information (CMI) core functions include:

•**Data Management:** Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.

•**Fiscal Notes:** Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: RSMo. 660.010.

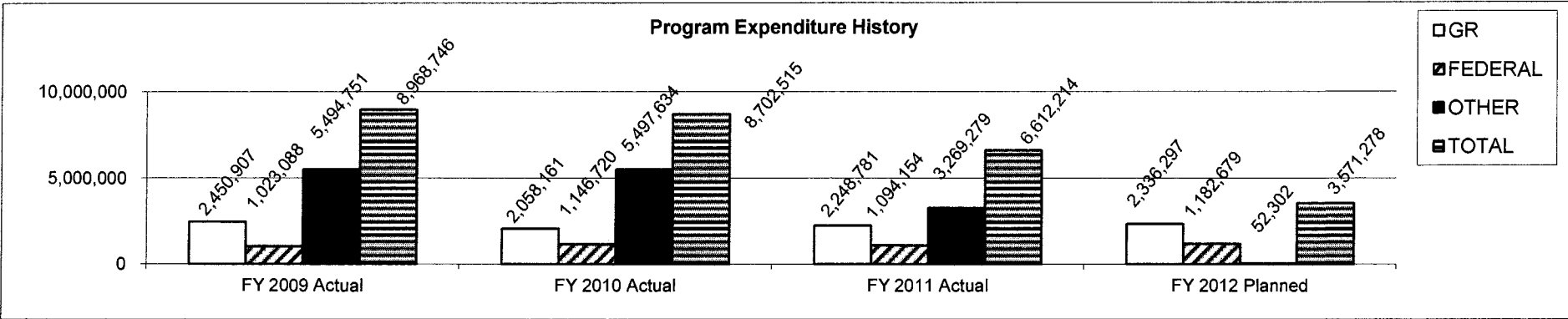
**3. Are there federal matching requirements? If yes, please explain.**

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Note: The FY2009 budget merged the Division of Budget and Finance and the Division of General Services into the Division of Finance and Administrative Services.

**6. What are the sources of the "Other " funds?**

Child Support Collections (0169)  
Administrative Trust Funds (0545)

**7a. Provide an effectiveness measure.**

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Actual	Projected
2009	26	27
2010	20	24
2011	24	20
2012		20
2013		20
2014		20

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

**7b. Provide an efficiency measure.**

SFY	Percent of Employees Using Direct Deposit	
	Actual	Projected
2009	100%	100%
2010	100%	100%
2011	100%	100%
2012		100%
2013		100%
2014		100%

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Actual	Projected
2009	14.5	12,964	10,500
2010	9.0	18,625	10,500
2011	8.0	19,080	20,875
2012	7.0		21,800
2013	7.0		21,800
2014	7.0		21,800

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other efficiency measures can be found in divisional sections.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Actual	Projected	Actual	Projected
2009	12,721	11,000	30,742	33,000
2010	*	13,200	25,744	33,000
2011	8,552	13,000	19,518	24,000
2012		9,000		20,000
2013		9,000		20,000
2014		9,000		20,000

\*Due to employee turnover, purchase requisitions processed were not tracked in FY10.

SFY	Number of Payment Documents Processed	
	Actual	Projected
2009	181,491	180,000
2010	167,628	180,000
2011	152,640	167,000
2012		153,000
2013		153,000
2014		153,000

Support services are provided to approximately 7,700 departmental employees.

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
REVENUE MAXIMATION									
CORE									
EXPENSE & EQUIPMENT									
DEPT OF SOC SERV FEDERAL & OTH	297,857	0.00	250,000	0.00	250,000	0.00	250,000	0.00	
TOTAL - EE	297,857	0.00	250,000	0.00	250,000	0.00	250,000	0.00	
TOTAL	297,857	0.00	250,000	0.00	250,000	0.00	250,000	0.00	
GRAND TOTAL	\$297,857	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00	

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# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Revenue Maximization

Budget Unit: 88817C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE		250,000		250,000
PSD				
TRF				
Total		250,000		250,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Note: An "E" is requested for federal funds.

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE		250,000		250,000
PSD				
TRF				
Total		250,000		250,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

Note: An "E" is requested for federal funds.

## 2. CORE DESCRIPTION

Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

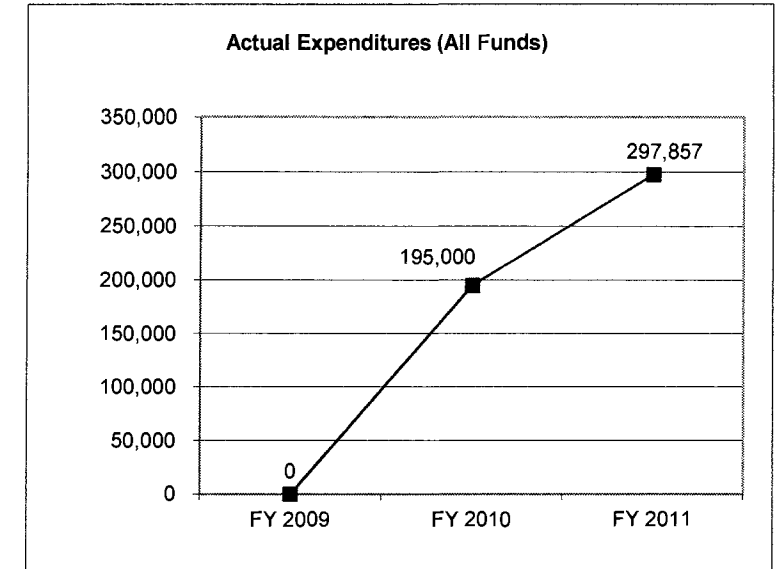
## 3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization



#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	1,000,000	250,000	298,000	250,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	1,000,000	250,000	298,000	N/A
Actual Expenditures (All Funds)	0	195,000	297,857	N/A
Unexpended (All Funds)	1,000,000	55,000	143	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	1,000,000	55,000	(47,857)	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

FY2009 -- \$1,000,000 federal fund agency reserve for authority in excess of cash.

FY2010 -- \$55,000 federal fund agency reserve for authority in excess of cash.

FY2011-- "E" increase of \$48,000 federal fund 0610.

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**REVENUE MAXIMATION**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	250,000	0	250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	250,000	0	250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	250,000	0	250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>250,000</b>	<b>0</b>	<b>250,000</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
PROFESSIONAL SERVICES	297,857	0.00	250,000	0.00	250,000	0.00	250,000	0.00
TOTAL - EE	297,857	0.00	250,000	0.00	250,000	0.00	250,000	0.00
GRAND TOTAL	\$297,857	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$297,857	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

### 1. What does this program do?

*PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.*

The Department of Social Services works with contracted entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

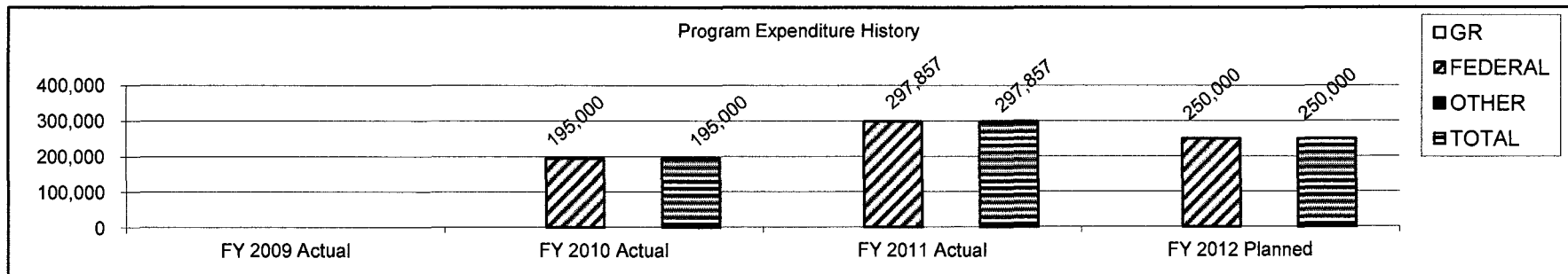
### 3. Are there federal matching requirements? If yes, please explain.

No. Generally, contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Title IV-E New Revenues		Medicaid New Revenues		TANF Revenues	
	Projected	Actual	Projected	Actual	Projected	Actual
2009	\$0	\$0	\$2,000,000	\$0	\$0	\$0
2010	\$0	\$0	\$0	\$31,693,332	\$0	\$18,000,000
2011	\$0	\$0	\$10,000,000	\$0	\$29,500,000	\$22,800,000
2012	\$0		\$0		\$10,000,000	
2013	\$0		\$10,900,000		\$10,000,000	
2014	\$0		Unknown*		\$0	

Fiscal Year 2012 and 2013 TANF Revenues reflect TANF Contingency Funds

\*DSS has awarded a long-term care modernization project (Fall 2011). This is a substantial multi-year project and is too early to estimate new Medicaid Revenues for FY 2014

**7b. Provide an efficiency measure.**

SFY	New Annual Revenue per \$1 Cost*	
	Projected	Actual**
2009	\$20	\$0
2010	\$20	\$254.84
2011	\$20	\$76.55
2012	\$40	
2013	\$44	
2014	Unknown***	

\*Anticipated revenues from fully implemented initiatives

\*\*No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

\*\*\*DSS has awarded a long-term care modernization project (Fall 2011). This is a substantial multi-year project and is too early to estimate new Medicaid Revenues for FY 2014

For FY 2013, it is estimated that 13.6% of new federal funding will be generated.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	4,246,441	0.00	1,397,000	0.00	1,397,000	0.00	1,397,000	0.00
FEDERAL AND OTHER	17,678	0.00	53,000	0.00	53,000	0.00	53,000	0.00
TEMP ASSIST NEEDY FAM FEDERAL	527	0.00	25,000	0.00	25,000	0.00	25,000	0.00
DEPT OF SOC SERV FEDERAL & OTH	241,883	0.00	225,000	0.00	225,000	0.00	225,000	0.00
PHARMACY REBATES	0	0.00	25,000	0.00	25,000	0.00	25,000	0.00
THIRD PARTY LIABILITY COLLECT	151,307	0.00	125,000	0.00	125,000	0.00	125,000	0.00
PREMIUM	2,115,806	0.00	650,000	0.00	650,000	0.00	650,000	0.00
TOTAL - PD	6,773,642	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
<b>TOTAL</b>	<b>6,773,642</b>	<b>0.00</b>	<b>2,500,000</b>	<b>0.00</b>	<b>2,500,000</b>	<b>0.00</b>	<b>2,500,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$6,773,642</b>	<b>0.00</b>	<b>\$2,500,000</b>	<b>0.00</b>	<b>\$2,500,000</b>	<b>0.00</b>	<b>\$2,500,000</b>	<b>0.00</b>

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# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Receipt and Disbursement - Refunds

Budget Unit: 88853C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD		1,700,000	800,000	2,500,000
TRF				
Total		1,700,000	800,000	2,500,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Third Party Liability Collections Fund (0120)  
Premium Fund (0885)  
Pharmacy Rebates (0114)

Note: "E's" are requested in all funds.

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD		1,700,000	800,000	2,500,000
TRF				
Total		1,700,000	800,000	2,500,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Third Party Liability Collections Fund (0120)  
Premium Fund (0885)  
Pharmacy Rebates (0114)

Note: "E's" are requested in all funds.

## 2. CORE DESCRIPTION

Core budget for the Division of Finance and Administrative Services to manage (refund) incorrectly deposited receipts.

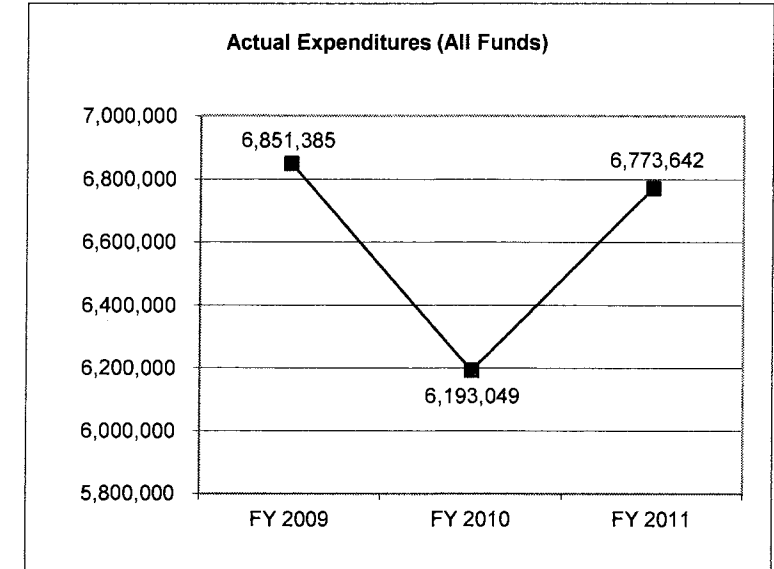
## 3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds



#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	7,068,650	6,511,515	7,170,450	2,500,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	7,068,650	6,511,515	7,170,450	N/A
Actual Expenditures (All Funds)	6,851,385	6,193,049	6,773,642	N/A
Unexpended (All Funds)	217,265	318,466	396,808	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	(2,802,921)	(2,440,425)	(2,806,529)	N/A
Other	(1,548,464)	(1,252,624)	(1,467,113)	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

FY2009--"E" increases=\$2,937,000 federal fund (0163); \$10,000 federal fund (0189); \$50,000 Pharmacy Rebates; \$436,650 Third Party Liability; \$1,135,000 Premiums

FY2010--"E" increases=\$2,586,515 federal fund (0163); \$200,000 Third Party Liability; \$1,225,000 Premiums

FY2011--"E" increases=\$26,450 federal fund (0610); \$3,114,000 federal fund (0163); \$50,000 Third Party Liability; \$1,480,000 Premiums

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**RECEIPT & DISBURSEMENT-REFUNDS**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
REFUNDS	6,773,642	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL - PD	6,773,642	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$6,773,642	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$4,506,529	0.00	\$1,700,000	0.00	\$1,700,000	0.00	\$1,700,000	0.00
OTHER FUNDS	\$2,267,113	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Receipt and Disbursement--Refunds**

**Program is found in the following core budget(s): Receipt and Disbursement--Refunds**

### 1. What does this program do?

*PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.*

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The State Auditor, who routinely reviews the cash receipt function of the department for accuracy and timeliness, endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the premium paid by a family when they leave the program.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

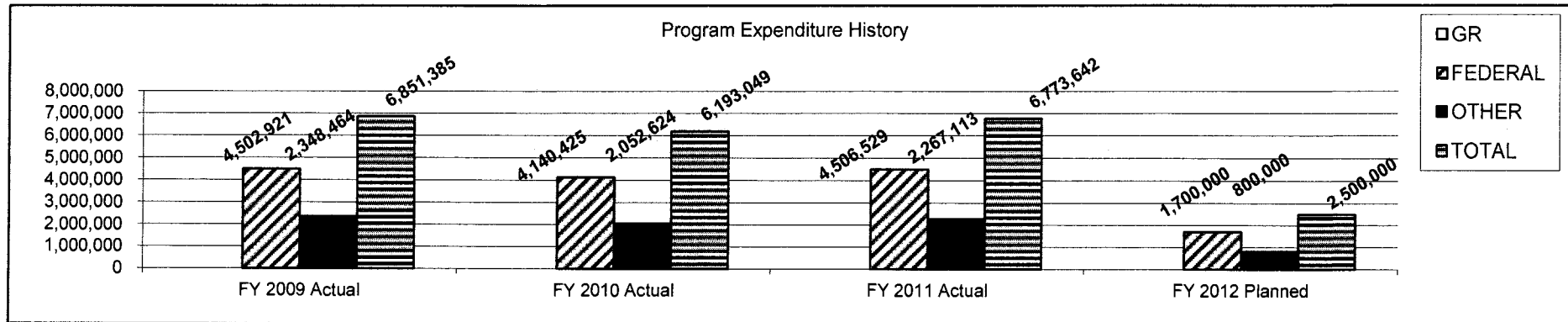
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Pharmacy Rebates (0114), Third Party Liability (0120) and Premiums (0885).

**7a. Provide an effectiveness measure.**

SFY	Amount of Refunds Processed	
	Actual	Projected
2009	\$6,851,385	\$2,500,000
2010	\$6,193,049	\$6,500,000
2011	\$6,713,642	\$6,300,000
2012		\$6,300,000
2013		\$6,300,000
2014		\$6,300,000

**7b. Provide an efficiency measure.**

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# FY13 Department of Social Services Report #9

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>NEGLECTED &amp; DELINQUENT CHLDRN</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	2,076,396	0.00	2,100,000	0.00	2,100,000	0.00	2,100,000	0.00	
TOTAL - PD	2,076,396	0.00	2,100,000	0.00	2,100,000	0.00	2,100,000	0.00	
TOTAL	2,076,396	0.00	2,100,000	0.00	2,100,000	0.00	2,100,000	0.00	
GRAND TOTAL	\$2,076,396	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$2,100,000	0.00	

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## CORE DECISION ITEM

**Department: Social Services**  
**Division: Finance and Administrative Services**  
**Core: Neglected and Delinquent Children**

**Budget Unit: 88854C**

### 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD	2,100,000			2,100,000
TRF				
<b>Total</b>	<b>2,100,000</b>			<b>2,100,000</b>
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD	2,100,000			2,100,000
TRF				
<b>Total</b>	<b>2,100,000</b>			<b>2,100,000</b>
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

### 2. CORE DESCRIPTION

Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

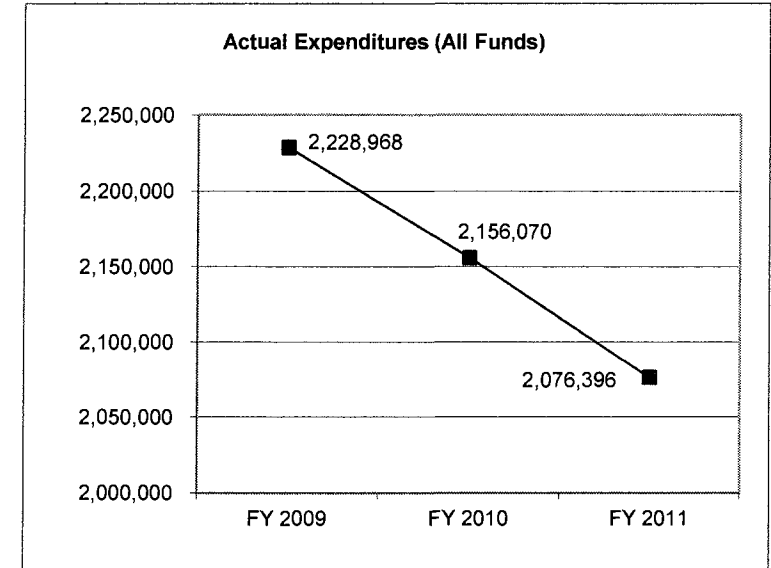
### 3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected and delinquent children.



#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	3,302,000	2,484,608	2,100,000	2,100,000
Less Reverted (All Funds)	(793,060)	(319,608)		N/A
Budget Authority (All Funds)	2,508,940	2,165,000	2,100,000	N/A
Actual Expenditures (All Funds)	2,228,968	2,156,070	2,076,396	N/A
Unexpended (All Funds)	279,972	8,930	23,604	N/A
Unexpended, by Fund:				
General Revenue	279,972	8,930	23,604	N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

## CORE RECONCILIATION DETAIL

### DEPARTMENT OF SOCIAL SERVICES NEGLECTED & DELINQUENT CHLDRN

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM DISTRIBUTIONS	2,076,396	0.00	2,100,000	0.00	2,100,000	0.00	2,100,000	0.00
TOTAL - PD	2,076,396	0.00	2,100,000	0.00	2,100,000	0.00	2,100,000	0.00
GRAND TOTAL	\$2,076,396	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$2,100,000	0.00
GENERAL REVENUE	\$2,076,396	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$2,100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Social Services

**Program Name:** Neglected and Delinquent Children

**Program is found in the following core budget(s):** Neglected and Delinquent Children

### 1. What does this program do?

*PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.*

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY12 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Counties submit reimbursement requests to the Division of Finance and Administrative Services (DFAS) monthly. The DFAS requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 211.151, 211.156.

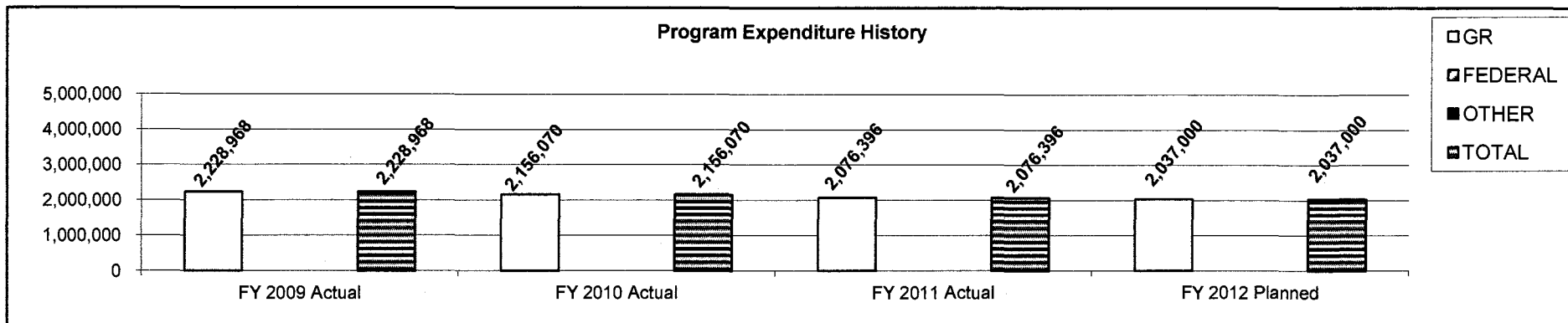
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

**7b. Provide an efficiency measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Detention Days Reimbursed	
	Actual	Projected
2008	177,472	235,857
2009	159,212	235,857
2010	154,005	177,472
2011	148,314	154,000
2012		154,000
2013		154,000
2014		154,000

**7d. Provide a customer satisfaction measure, if available.**



# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
<b>PERSONAL SERVICES</b>								
GENERAL REVENUE	1,426,036	35.76	1,482,381	38.12	1,482,381	38.12	1,515,859	38.92
DEPT OF SOC SERV FEDERAL & OTH	2,690,662	67.45	2,922,470	66.49	2,922,470	66.49	2,971,224	67.69
THIRD PARTY LIABILITY COLLECT	516,895	12.95	552,801	13.29	552,801	13.29	552,801	13.29
CHILD SUPPORT ENFORCEMENT FUND	144,003	3.64	166,003	3.07	166,003	3.07	166,003	3.07
TOTAL - PS	4,777,596	119.80	5,123,655	120.97	5,123,655	120.97	5,205,887	122.97
<b>EXPENSE &amp; EQUIPMENT</b>								
GENERAL REVENUE	38,693	0.00	38,652	0.00	38,652	0.00	39,488	0.00
DEPT OF SOC SERV FEDERAL & OTH	414,010	0.00	665,910	0.00	665,910	0.00	665,910	0.00
THIRD PARTY LIABILITY COLLECT	804	0.00	115,339	0.00	115,339	0.00	114,724	0.00
TOTAL - EE	453,507	0.00	819,901	0.00	819,901	0.00	820,122	0.00
<b>TOTAL</b>	<b>5,231,103</b>	<b>119.80</b>	<b>5,943,556</b>	<b>120.97</b>	<b>5,943,556</b>	<b>120.97</b>	<b>6,026,009</b>	<b>122.97</b>
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
<b>PERSONAL SERVICES</b>								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	13,894	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	0	0.00	27,238	0.00
THIRD PARTY LIABILITY COLLECT	0	0.00	0	0.00	0	0.00	5,066	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	0	0.00	1,522	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	47,720	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>47,720</b>	<b>0.00</b>
<b>HB 73 - TA Drug Testing - 1886017</b>								
<b>PERSONAL SERVICES</b>								
GENERAL REVENUE	0	0.00	0	0.00	130,944	3.00	130,944	3.00
TOTAL - PS	0	0.00	0	0.00	130,944	3.00	130,944	3.00
<b>EXPENSE &amp; EQUIPMENT</b>								

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# FY13 Department of Social Services Report #9

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DIVISION OF LEGAL SERVICES</b>									
HB 73 - TA Drug Testing - 1886017									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	49,944	0.00	49,944	0.00	
TOTAL - EE	0	0.00	0	0.00	49,944	0.00	49,944	0.00	
TOTAL	0	0.00	0	0.00	180,888	3.00	180,888	3.00	
<b>GRAND TOTAL</b>	<b>\$5,231,103</b>	<b>119.80</b>	<b>\$5,943,556</b>	<b>120.97</b>	<b>\$6,124,444</b>	<b>123.97</b>	<b>\$6,254,617</b>	<b>125.97</b>	

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# CORE DECISION ITEM

Department: Social Services  
Division: Legal Services  
Core: Legal Services

Budget Unit: 88912C

## 1. CORE FINANCIAL SUMMARY

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS	1,482,381	2,922,470	718,804	5,123,655
EE	38,652	665,910	115,339	819,901
PSD				
TRF				
Total	1,521,033	3,588,380	834,143	5,943,556
FTE	38.12	66.49	16.36	120.97

<b>Est. Fringe</b>	827,020	1,630,446	401,021	2,858,487
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Collections Fund (0169)

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS	1,515,859	2,971,224	718,804	5,205,887
EE	39,488	665,910	114,724	820,122
PSD				0
TRF				
Total	1,555,347	3,637,134	833,528	6,026,009
FTE	38.92	67.69	16.36	122.97

<b>Est. Fringe</b>	768,541	1,506,411	364,434	2,639,385
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Collections Fund (0169)

## 2. CORE DESCRIPTION

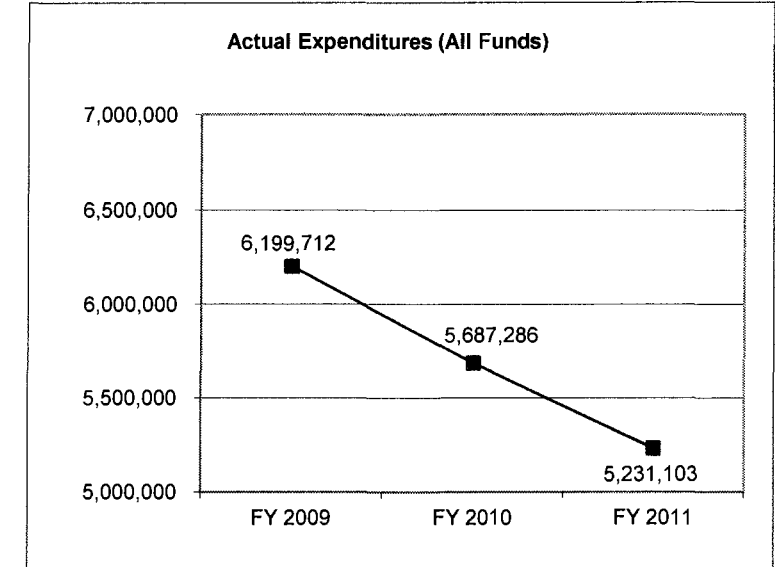
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

## 3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

#### 4. FINANCIAL HISTORY

	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Current Yr.
Appropriation (All Funds)	6,728,479	6,271,047	6,122,720	5,943,556
Less Reverted (All Funds)	(69,301)	(267,243)	(52,078)	N/A
Budget Authority (All Funds)	6,659,178	6,003,804	6,070,642	N/A
Actual Expenditures (All Funds)	6,199,712	5,687,286	5,231,103	N/A
Unexpended (All Funds)	459,466	316,518	839,539	N/A
Unexpended, by Fund:				
General Revenue	59,386	13,643	96,326	N/A
Federal	324,681	238,596	570,772	N/A
Other	75,399	64,279	172,441	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

##### FY2009

\$267,218 Federal Fund agency reserve for authority in excess of cash.

\$58,948 Third Party Liability fund agency reserve.

##### FY2010

\$218,710 Federal Fund agency reserve for authority in excess of cash.

\$58,948 Third Party Liability fund agency reserve.

##### FY2011

\$296,555 Federal Fund agency reserve for authority in excess of cash.

\$80,948 Child Support Enforcement fund agency reserve.

**CORE RECONCILIATION DETAIL**

**DEPARTMENT OF SOCIAL SERVICES**  
**DIVISION OF LEGAL SERVICES**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PS	120.97	1,482,381	2,922,470	718,804	5,123,655	
	EE	0.00	38,652	665,910	115,339	819,901	
	<b>Total</b>	<b>120.97</b>	<b>1,521,033</b>	<b>3,588,380</b>	<b>834,143</b>	<b>5,943,556</b>	

**DEPARTMENT CORE ADJUSTMENTS**

Core Reallocation	603 2790	PS	0.00	0	0	0	0
Core Reallocation	603 2964	PS	0.00	0	0	0	(0)
Core Reallocation	603 6353	PS	(0.00)	0	0	0	(0)
Core Reallocation	603 1009	PS	(0.00)	0	0	0	(0)
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>

**DEPARTMENT CORE REQUEST**

	PS	120.97	1,482,381	2,922,470	718,804	5,123,655	
	EE	0.00	38,652	665,910	115,339	819,901	
	<b>Total</b>	<b>120.97</b>	<b>1,521,033</b>	<b>3,588,380</b>	<b>834,143</b>	<b>5,943,556</b>	

**GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS**

Transfer In	1283 6353	PS	0.80	33,478	0	0	33,478
Transfer In	1283 2964	PS	1.20	0	48,754	0	48,754
Transfer In	1283 6354	EE	0.00	1,298	0	0	1,298
Core Reduction	1239 6354	EE	0.00	(462)	0	0	(462)
Core Reduction	1239 1011	EE	0.00	0	0	(615)	(615)
<b>NET GOVERNOR CHANGES</b>			<b>2.00</b>	<b>34,314</b>	<b>48,754</b>	<b>(615)</b>	<b>82,453</b>

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**CORE RECONCILIATION DETAIL**

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**DEPARTMENT OF SOCIAL SERVICES**

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**DIVISION OF LEGAL SERVICES**

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**5. CORE RECONCILIATION DETAIL**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	122.97	1,515,859	2,971,224	718,804	5,205,887	
	EE	0.00	39,488	665,910	114,724	820,122	
	<b>Total</b>	<b>122.97</b>	<b>1,555,347</b>	<b>3,637,134</b>	<b>833,528</b>	<b>6,026,009</b>	

### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 88912C	<b>DEPARTMENT:</b> Social Services
<b>BUDGET UNIT NAME:</b> Division of Legal Services	<b>DIVISION:</b> Legal Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

<b>DEPARTMENT REQUEST</b>
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Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	5,205,887	25%	\$1,301,472
	E&E	820,122	25%	\$205,031
<i>Total Request</i>		6,026,009		\$1,506,502

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility between each appropriation.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
25% flexibility granted for all appropriations. Funds were not utilized.	Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
SR OFC SUPPORT ASST (CLERICAL)	9,409	0.32	0	0.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	105,479	3.51	129,800	4.00	118,616	4.00	118,616	4.00
OFFICE SUPPORT ASST (KEYBRD)	216,740	9.57	281,900	11.00	232,445	11.00	232,445	11.00
SR OFC SUPPORT ASST (KEYBRD)	301,005	12.13	324,600	12.00	322,814	12.00	350,907	13.00
RESEARCH ANAL I	33,420	1.00	33,420	1.00	33,420	1.00	33,420	1.00
EXECUTIVE I	26,118	0.87	31,176	1.00	28,011	1.00	28,011	1.00
PROGRAM DEVELOPMENT SPEC	42,504	1.00	42,505	1.00	42,505	1.00	42,505	1.00
CLAIMS & RESTITUTION TECH I	92,814	2.85	98,208	3.00	99,536	3.05	99,536	3.05
CLAIMS & RESTITUTION TECH II	22,688	0.66	34,032	1.00	24,332	1.00	24,332	1.00
INVESTIGATOR I	45,471	1.46	96,080	3.00	40,000	0.99	40,000	0.99
INVESTIGATOR II	630,111	16.49	650,361	13.00	650,361	12.75	650,361	12.75
INVESTIGATOR III	572,894	14.01	719,325	15.00	719,325	15.02	719,325	15.02
INVESTIGATION MGR B1	93,143	2.01	133,690	2.97	125,968	3.00	125,968	3.00
SOCIAL SERVICES MGR, BAND 1	13,155	0.34	0	0.00	0	0.00	0	0.00
DIVISION DIRECTOR	91,799	1.00	91,800	1.00	91,800	1.00	91,800	1.00
DEPUTY DIVISION DIRECTOR	68,588	1.00	71,940	1.00	71,940	1.00	71,940	1.00
LEGAL COUNSEL	1,244,560	25.45	1,227,900	24.51	1,334,697	25.43	1,334,697	25.43
HEARINGS OFFICER	795,733	17.79	815,356	18.00	887,547	20.37	941,686	21.37
CLERK	10,201	0.50	11,960	0.50	10,940	0.53	10,940	0.53
TYPIST	2,761	0.09	20,000	0.49	2,961	0.49	2,961	0.49
MISCELLANEOUS PROFESSIONAL	52,590	0.78	76,115	1.50	56,383	1.12	56,383	1.12
SPECIAL ASST PROFESSIONAL	158,976	2.41	71,940	1.00	71,940	1.00	71,940	1.00
SPECIAL ASST OFFICE & CLERICAL	140,219	4.35	130,464	4.00	150,374	4.00	150,374	4.00
INVESTIGATOR	7,218	0.21	31,083	1.00	7,740	0.22	7,740	0.22
<b>TOTAL - PS</b>	<b>4,777,596</b>	<b>119.80</b>	<b>5,123,655</b>	<b>120.97</b>	<b>5,123,655</b>	<b>120.97</b>	<b>5,205,887</b>	<b>122.97</b>
TRAVEL, IN-STATE	51,842	0.00	66,089	0.00	185,658	0.00	184,896	0.00
TRAVEL, OUT-OF-STATE	436	0.00	3,713	0.00	469	0.00	443	0.00
SUPPLIES	189,892	0.00	204,571	0.00	301,007	0.00	300,857	0.00
PROFESSIONAL DEVELOPMENT	29,815	0.00	35,754	0.00	47,560	0.00	47,421	0.00
COMMUNICATION SERV & SUPP	92,917	0.00	125,699	0.00	145,213	0.00	145,213	0.00
PROFESSIONAL SERVICES	26,591	0.00	272,871	0.00	42,318	0.00	42,318	0.00
HOUSEKEEPING & JANITORIAL SERV	792	0.00	100	0.00	1,276	0.00	1,276	0.00

# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CORE								
M&R SERVICES	24,576	0.00	47,774	0.00	39,191	0.00	39,191	0.00
MOTORIZED EQUIPMENT	18,753	0.00	29,594	0.00	30,165	0.00	30,165	0.00
OFFICE EQUIPMENT	837	0.00	13,720	0.00	1,135	0.00	2,433	0.00
OTHER EQUIPMENT	3,112	0.00	10,000	0.00	5,007	0.00	5,007	0.00
PROPERTY & IMPROVEMENTS	235	0.00	500	0.00	380	0.00	380	0.00
BUILDING LEASE PAYMENTS	209	0.00	380	0.00	338	0.00	338	0.00
EQUIPMENT RENTALS & LEASES	1,703	0.00	3,163	0.00	2,667	0.00	2,667	0.00
MISCELLANEOUS EXPENSES	11,797	0.00	5,973	0.00	17,517	0.00	17,517	0.00
TOTAL - EE	453,507	0.00	819,901	0.00	819,901	0.00	820,122	0.00
GRAND TOTAL	\$5,231,103	119.80	\$5,943,556	120.97	\$5,943,556	120.97	\$6,026,009	122.97
GENERAL REVENUE	\$1,464,729	35.76	\$1,521,033	38.12	\$1,521,033	38.12	\$1,555,347	38.92
FEDERAL FUNDS	\$3,104,672	67.45	\$3,588,380	66.49	\$3,588,380	66.49	\$3,637,134	67.69
OTHER FUNDS	\$661,702	16.59	\$834,143	16.36	\$834,143	16.36	\$833,528	16.36

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Legal Services**

**Program is found in the following core budget(s): Division of Legal Services**

### 1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

#### Litigation

The Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The Chief Counsel for Litigation administers the section and assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence and Springfield.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes. Additional duties include:

- providing legal advice and representation to the child abuse and neglect hotline system, and by defending the decisions made by the department in Circuit Court;
- providing competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- providing legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- providing legal advice and representation to CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- providing legal research to the Department's General Counsel and the program divisions;
- reviewing proposed legislation and preparing fiscal notes;
- assisting in the review and drafting of contracts between divisions and nongovernment service providers;
- reviewing and drafting memorandums of understanding between the department/divisions and other governmental entities;
- providing legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- providing legal advice and counsel to the MOHealthnet Division in administering the MOHealthnet program;
- providing legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs;
- serving as a liaison between the Department and its divisions and the Missouri Attorney General's Office on cases involving litigation involving the Department; and
- providing legal advice and counsel to the other support divisions within the department.

#### Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.



Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MOHealthNet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

#### Investigations

The Investigation Section is divided into three units: Welfare Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

#### State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department has a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1--456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

**3. Are there federal matching requirements? If yes, please explain.**

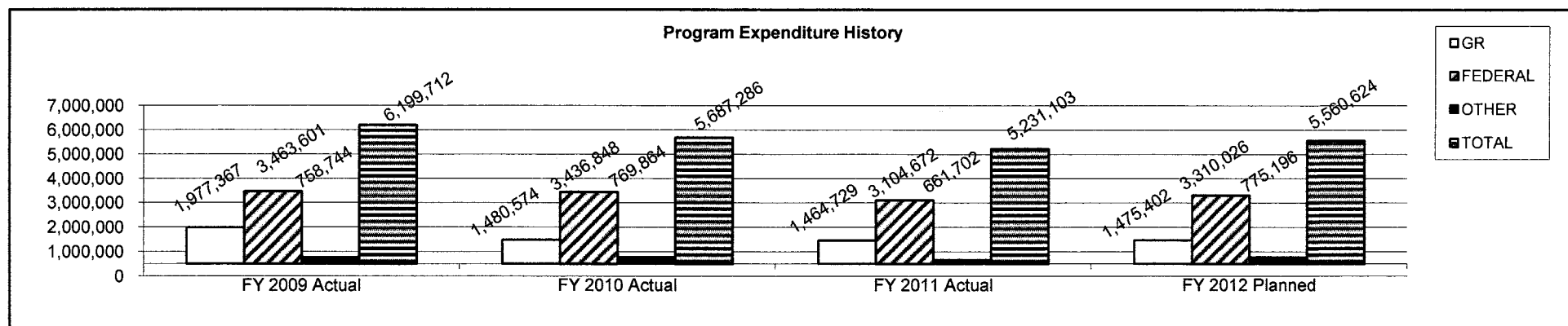
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO HealthNet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO HealthNet fraud. The litigation section manages cases related to MO HealthNet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Third Party Liability Fund and Child Support Enforcement Collections.

**7a. Provide an effectiveness measure.**

Average number of Months between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Actual	Projected
2009	11.0	15.0
2010	14.0	15.0
2011	13.0	12.0
2012		12.0
2013		12.0
2014		12.0

**7b. Provide an efficiency measure.**

Annual Amount of Collections of Claims for Overpayment of Public Assistance		
SFY	Actual	Projected
2009	\$1.3 million	\$1.5 million
2010	\$1.2 million	\$1.5 million
2011	\$1.2 million	\$1.5 million
2012		\$1.5 million
2013		\$1.5 million
2014		\$1.2 million

Average Number of Days between the date a Child Support Hearing Request is Received to the Date of the Hearing		
SFY	Actual	Projected
2009	186	155
2010	201	137
2011	198	200
2012		90
2013		90
2014		90

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Protective Service cases closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2009	1,491	1,450	22,877	24,000	6,339	6,500	198*	250
2010	1,434	1,450	23,584	24,000	6,320	6,500	202	250
2011	948**	1,450	25,053	26,000	5,034	6,500	212	225
2012		1,100		26,000		6,500		225
2013		1,100		28,000		6,500		225
2014		1,100		28,000		5,000		225

\*Reduced numbers reflect a growing trend of more complex general child abuse and child fatality cases crossing over into the field of high technology, requiring multiple investigator involvement and increased manpower hours per case.

\*\*DLS/Litigation has experienced a decline in the number of protective services cases closed. This is due, in part, to the fact that DSS/DLS has changed the permanency planning case mix to focus on more complex litigation, such as Termination of Parental Rights cases to focus on making foster children available for adoption. DLS has a number of permanency planning cases with delayed closure because they are on appeal. Finally, there are some courts that have delayed closing permanency cases to give the parents additional time to resolve the problems that resulted in their children being brought into care. DLS attorneys have also closed an additional 2,121 cases of other types that not reflected in the Permanency Planning case closure statistics. In addition to the recorded individual cases, DLS attorneys provide legal advice and legal research to the Department of Social Services and its divisions on all aspects of DSS operations, including, but not limited to: contract drafting and contract administration, drafting and enforcing administrative regulations, child support enforcement, training DSS staff on legal issues impacting staff operations, administration of the MO HealthNet's cost recovery program, drafting bill reviews and fiscal notes, assisting legislators with constituent inquiries, and other matters.

**7d. Provide a customer satisfaction measure, if available.**

N/A

**NEW DECISION ITEM  
RANK: 15**

Department: Social Services  
Division: Legal Services  
DI Name: H.B. 73 - Implement Temporary Assistance Drug Testing

Budget Unit: 88912C  
DI#: 1886017

**1. AMOUNT OF REQUEST**

FY 2013 Budget Request				
	GR	Federal	Other	Total
PS	130,944			130,944
EE	49,944			49,944
PSD				
TRF				
Total	180,888			180,888

FTE 3.00 3.00

<b>Est. Fringe</b>	73,054	0	0	73,054
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2013 Governor's Recommendation				
	GR	Federal	Other	Total
PS	130,944			130,944
EE	49,944			49,944
PSD				
TRF				
Total	180,888			180,888

FTE 3.00 3.00

<b>Est. Fringe</b>	66,389	0	0	66,389
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input checked="" type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

House Bill Nos. 73 & 47 requires DSS to establish a system to screen, test and sanction applicants for and recipients of Temporary Assistance(TA) benefits for illegal drug use. The bill requires DSS/FSD to develop a program to screen TA applicants and recipients, and then test for the illegal use of a controlled substance, based on reasonable cause from the screening, using a urine dipstick five-panel test, when they are otherwise eligible for TA. Those individuals who test positive shall have the opportunity to comply with a substance abuse treatment program approved by the Department of Mental Health. If they fail to comply with treatment, test positive within six months of entering a treatment program, or refuse to submit to the screening or the drug test, the individual is ineligible for TA for a period of three years ( 208.027.1). When this occurs, DSS/FSD is required to appoint a protective payee for the other eligible members of the TA household, so they may continue to receive TA benefits ( 208.027.3). This request will fund the additional hearings resulting from the implementation of drug testing.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

DSS/DLS estimates a need of one hearing officer and two attorneys to handle the additional caseload.

In March 2011, there were 37,363 adult recipients of TANF benefits. In addition, approximately 36,624 new adult applicants are approved annually, for a total of 73,987 people who would be subject to drug screening and testing. FSD submitted several different plans for drug testing, and the plan that tested the least number of people was to test 10% of the population. Based on that number, DLS assumed that 50% test negative and 50% will test positive. Positive results automatically are given a hearing. The hearings will take between 1 1/2 - 2 hours to complete.

Personal Service:

One Hearing Officer annual salary: \$42,504

Two Legal Council annual salary (\$44,220 each): \$88,440

Total PS: \$130,944

Each staff person has specific start-up and ongoing needs. The following is the request for each staff person:

On-Going E&E:

Travel (\$2,000 per year)

Office Supplies, Postage, Publications/Subscriptions (\$3,729)

Memberships/Professional Development (\$160)

Telephone (\$240)

Rent (200 sq feet per person X \$13 = \$2,600 per person)

Total On-Going E&E: \$26,187 annually for 3 FTE.

One time needs E&E (per FTE):

Professional Desk (\$497)

Chair (\$379)

Side Chair (\$139)

File Cabinet (\$555)

PC (\$645)

Calculator (\$69)

Telephone Installation (\$600)

Systems Furniture Setup (\$5035)

Total one-time needs are(3FTE): \$23,757

5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Hearing Officer (005390)	42,504	1.0					42,504	1.0	
Legal Counsel (009734)	88,440	2.0					88,440	2.0	
<b>Total PS</b>	<b>130,944</b>	<b>3.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>130,944</b>	<b>3.0</b>	<b>0</b>
In-State Travel (140)	6,000						6,000		
Office Supplies (190)	11,187						11,187		
Professional Development (320)	480						480		
Communication Serv & Supp (340)	720						720		
Office Equipment (580)	23,757						23,757		23,757
Building Lease Payments (680)	7,800						7,800		
<b>Total EE</b>	<b>49,944</b>		<b>0</b>		<b>0</b>		<b>49,944</b>		<b>23,757</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
Transfers							0		
<b>Total TRF</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>180,888</b>	<b>3.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>180,888</b>	<b>3.0</b>	<b>23,757</b>

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Hearing Officer (005390)	42,504	1.0					42,504	1.0	
Legal Counsel (009734)	88,440	2.0					88,440	2.0	
<b>Total PS</b>	<b>130,944</b>	<b>3.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>130,944</b>	<b>3.0</b>	<b>0</b>
In-State Travel (140)	6,000						6,000		
Office Supplies (190)	11,187						11,187		
Professional Development (320)	480						480		
Communication Serv & Supp (340)	720						720		
Office Equipment (580)	23,757						23,757		23,757
Building Lease Payments (680)	7,800						7,800		
<b>Total EE</b>	<b>49,944</b>		<b>0</b>		<b>0</b>		<b>49,944</b>		<b>23,757</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
Transfers							0		
<b>Total TRF</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>180,888</b>	<b>3.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>180,888</b>	<b>3.0</b>	<b>23,757</b>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

N/A

**6b. Provide an efficiency measure.**

N/A

**6c. Provide the number of clients/individuals served, if applicable.**

N/A

**6d. Provide a customer satisfaction measure, if available.**

N/A

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

N/A



# FY13 Department of Social Services Report #10

## DECISION ITEM DETAIL

Budget Unit	FY 2011	FY 2011	FY 2012	FY 2012	FY 2013	FY 2013	FY 2013	FY 2013
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DIVISION OF LEGAL SERVICES</b>								
<b>HB 73 - TA Drug Testing - 1886017</b>								
HEARINGS OFFICER	0	0.00	0	0.00	42,504	1.00	42,504	1.00
LEGAL COUNSEL	0	0.00	0	0.00	88,440	2.00	88,440	2.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>130,944</b>	<b>3.00</b>	<b>130,944</b>	<b>3.00</b>
TRAVEL, IN-STATE	0	0.00	0	0.00	6,000	0.00	6,000	0.00
SUPPLIES	0	0.00	0	0.00	11,187	0.00	11,187	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	0	0.00	480	0.00	480	0.00
COMMUNICATION SERV & SUPP	0	0.00	0	0.00	720	0.00	720	0.00
OFFICE EQUIPMENT	0	0.00	0	0.00	23,757	0.00	23,757	0.00
BUILDING LEASE PAYMENTS	0	0.00	0	0.00	7,800	0.00	7,800	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>49,944</b>	<b>0.00</b>	<b>49,944</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$180,888</b>	<b>3.00</b>	<b>\$180,888</b>	<b>3.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$180,888</b>	<b>3.00</b>	<b>\$180,888</b>	<b>3.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>